Emergency Rental Assistance (ERA2) Program

Final Report
Treasury's Portal User Guide

March 04, 2026
v 1.1

Revision History

Version	Date	Updates
V1.1	03/04/2026	Treasury updated Figures 3 and 4 to reflect updated formatting and added a link to the ERA2 FCC Module Guide.
V1.0	08/18/2025	Original

Table of Contents

Part A: Closeout Reporting Basics / The ERA2 Final Report

Overview

Each ERA2 Recipient ("Recipient," also referred to as "ERA2 Grantee" in Treasury's Portal and in guidance materials) must submit an ERA2 Final Report ("Final Report," also referred to in Treasury's guidance and Portal as the "ERA2 Final Quarterly Report" or "Final Compliance Report") with cumulative performance and financial information covering the entire ERA2 award period of performance. The ERA2 Final Report must be submitted via Treasury's Portal.

This guide provides instructions on using Treasury's Portal to submit the required ERA2 Final Report in order to close out the ERA2 award. Much of the information in this guide mirrors guidance provided in versions of the Portal User Guide designed for quarterly compliance reporting (which applied to both the ERA1 and ERA2 programs), with the exception that this ERA2 Final Report Portal User Guide provides information about several new reporting requirements and updated reporting formats specific to ERA2 award closeout.

Like the quarterly compliance reports, the ERA2 Final Report requires Recipients to provide performance and financial information, including cumulative data on such issues as applications received, applications approved, households assisted, and details on ERA2 award obligations and expenditures. In addition, the ERA2 Final Report requires Recipients to provide additional information, such as information on the disposition of tangible and real property acquired or improved with the ERA2 award as required on the Standard Forms SF-428 and SF-429.

This user guide is meant to be used as a functional reference and is not comprehensive as to all requirements for closeout of the ERA2 awards. The ERA2 Reporting Guidance contains official guidance on compliance reporting requirements for ERA2 recipients.

Additionally, you should visit Treasury's ERA webpage for additional information and guidance on programmatic and reporting topics including the ERA2 Closeout Resource which provides detailed instructions on the ERA2 award closeout requirements and process.

Designating Key Reporting Roles

ERA2 Recipients must designate staff or officials for three roles for developing and submitting the required ERA2 Final Report. Recipients must provide the names and contact information for persons designated for each of the three roles prior to accessing their ERA2 Final Report. The designations must be made on-line in Treasury's Portal, as described below.

The required roles are as follows:

- **ERA2 Account Administrator for Reporting (AA)** for the ERA2 award. Individuals designated for this role are responsible for working within your organization to determine its designees for the roles of Point of Contact for Reporting and Authorized Representative for Reporting and for inputting their names and contact information via Treasury's Portal and for making any changes or updates as needed over the ERA2 award period. The Account Administrator should identify another individual to serve in his/her place in the event of staff changes. In addition, the Account Administrator may certify and submit the ERA2 Final Report on behalf of the ERA2 Recipient.

- **ERA2 Point of Contact for Reporting (POC)** will receive official Treasury notifications about ERA2 reporting. Such notifications include alerts about upcoming reporting timeframes, requirements, and deadlines. Typically, the POC is a key individual for managing the ERA2 Recipient's reporting. The POC can enter data into Treasury's Portal but does not have the ability to certify and submit official reports on behalf of the ERA2 Recipient.

- **ERA2 Authorized Representative for Reporting (ARR)** is the primary point of contact responsible for certifying and submitting official reports on behalf of the ERA2 Recipient. Treasury will accept reports and other official communications only when submitted by the ERA2 Authorized Representative for Reporting or the ERA2 Account Administrator. The ARR is responsible for communications with Treasury on such matters as extension requests on the report submission deadline and amendments of previously submitted reports.

An ERA2 Recipient may designate multiple people to a single role or a single individual for multiple roles. For example, the individual designated as the ERA2 POC may also be designated as the ERA2 Authorized Representative for Reporting. The ERA2 Recipient may designate the same individual for all three roles. However, as noted above, it is recommended that the ERA2 Account Administrator identify someone in addition to themselves to serve in his/her place in the event of staff changes.

Everyone who is designated by the ERA2 Recipient for any reporting role must register with ID.me or Login.gov before gaining access to Treasury's Portal. See the following links for registration instructions:

- ID.me Guidance (Used by Recipient staff to apply for recovery act awards/assistance as well as to complete compliance reporting)
- Login.gov Guidance (Used by Recipient staff to complete compliance reporting)

The names and contact information for the ERA2-designated individuals will be pre-populated in the "Recipient Profile" portion of the ERA2 Final Report. Recipients can update the designations and related information at any time.

Contacts may also be designated as **"Communications Only**." These contacts may be included on emails regarding the ERA2 award, but do not have any permissions to access Treasury's Portal to access the reports for the ERA2 award.

To remove a contact, remove all roles associated with that contact name and they will no longer receive communications related to the ERA2 award.

Please see the Hints and Tips for Designating Points of Contact for ERA1 and ERA2 Reporting for assistance updating the points of contact.

Questions?

If you have any questions about the reporting requirements for the ERA2 award, please contact us by email via EmergencyRentalAssistance@Treasury.gov

Part B: Navigation and Logistics

Part B covers the basics of logistics of logging into your ERA2 Final Report, navigating the report once you are there, and tips for updating the report and saving the submitted information. Please note that detailed instructions for each Tab of the Final Report are provided in Part C and the various Appendices.

Navigation Panel: Accessing the ERA2 Final Report

1. Log in to Treasury's Portal via login.gov or id.me (see Figure 1).

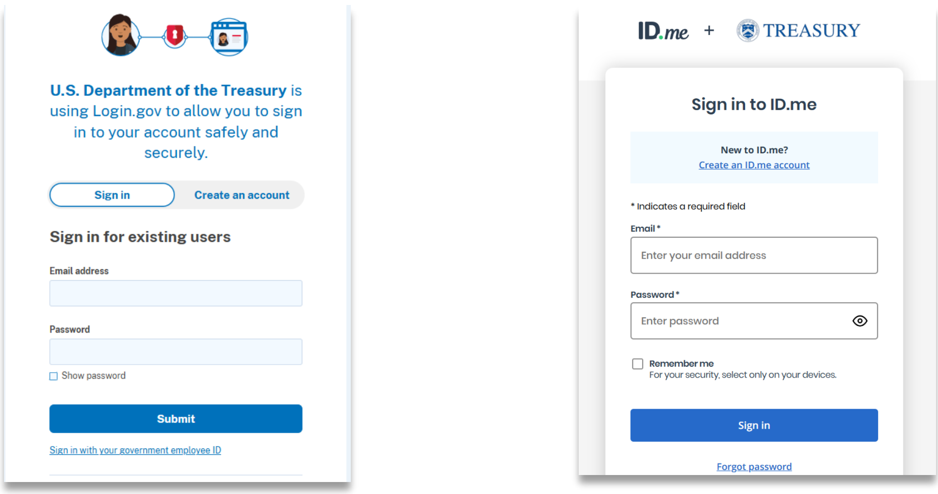


Figure 1 – Login to Portal

2. After logging into Treasury's Portal, the landing page (Figure 2) will appear. The landing page will display brief introductions related to reporting for the Emergency Rental Assistance Program (ERA2) and other programs administered by Treasury, Office of Capital Access (OCA).

3. When you select "Closeout Reports" on the left navigation panel, the Portal will display the Closeout Reports landing page. The Closeout Report page displays all applications associated with all your organization's awards administered by OCA. See Figure 3 below, for example, which includes links to closeout reports

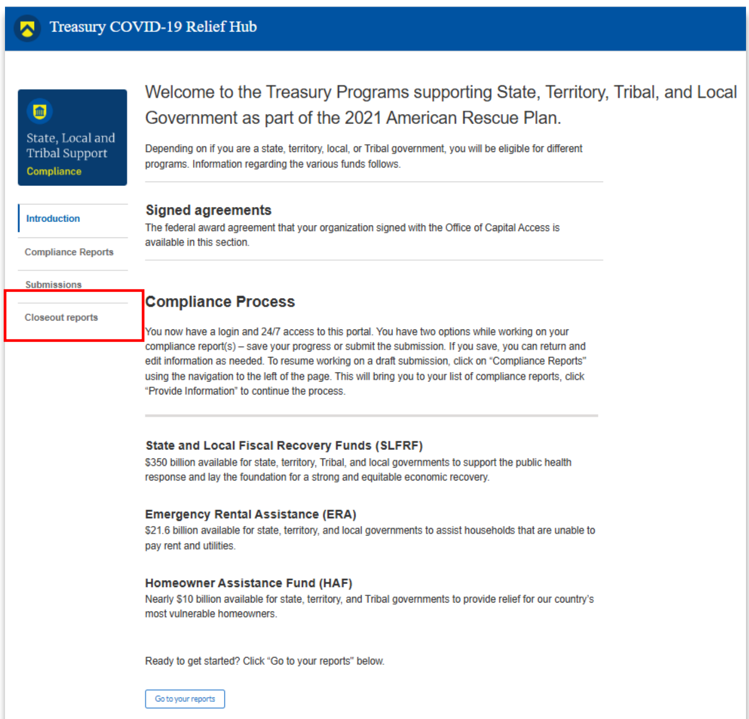
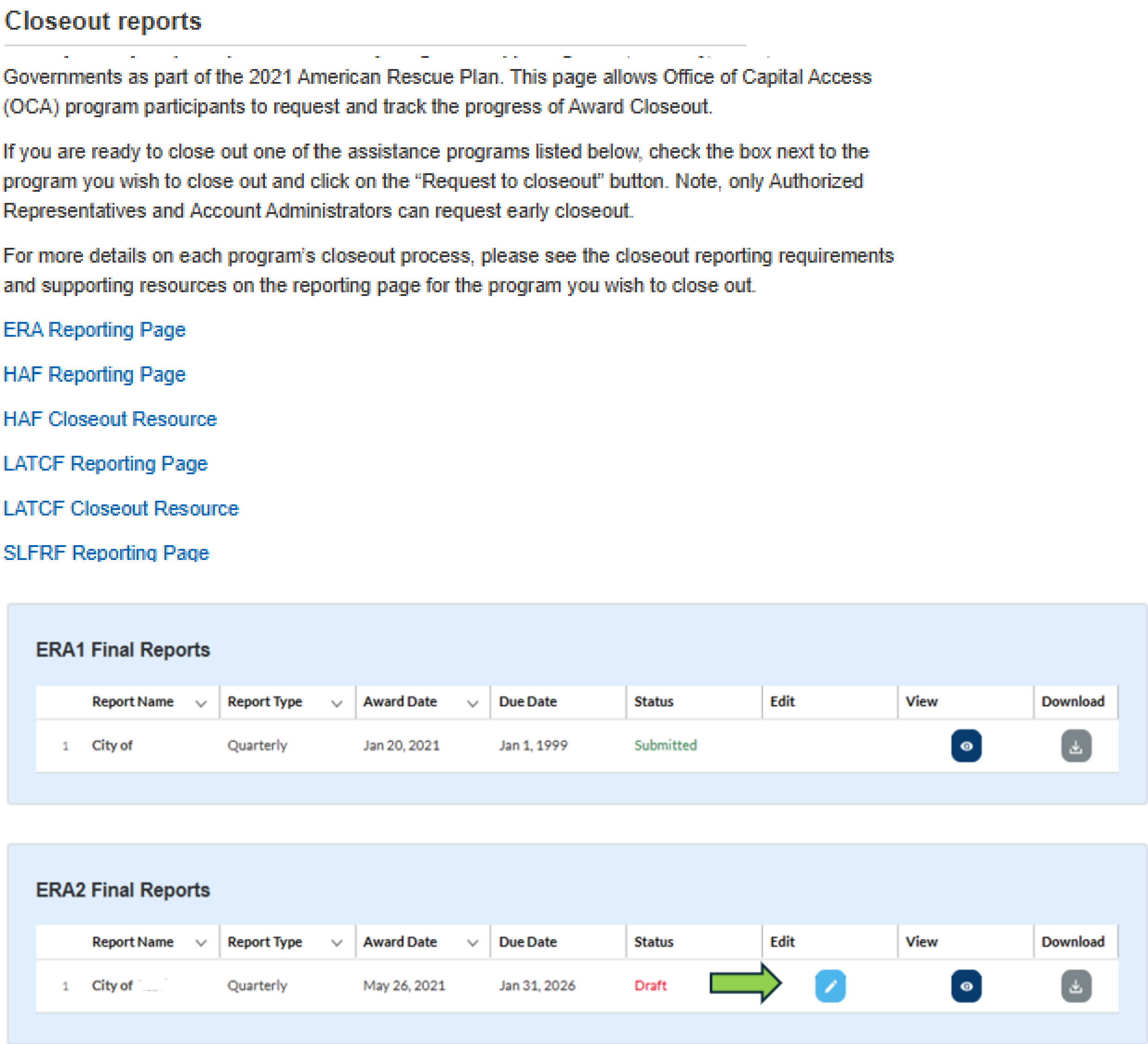


Figure 2 – OCA Closeout Reports Landing Page

for the four different programs being administered by the sample entity: ERA, HAF, LATCF and SLFRF programs.



Closeout reports

Governments as part of the 2021 American Rescue Plan. This page allows Office of Capital Access (OCA) program participants to request and track the progress of Award Closeout.

If you are ready to close out one of the assistance programs listed below, check the box next to the program you wish to close out and click on the "Request to closeout" button. Note, only Authorized Representatives and Account Administrators can request early closeout.

For more details on each program's closeout process, please see the closeout reporting requirements and supporting resources on the reporting page for the program you wish to close out.

ERA Reporting Page

HAF Reporting Page

HAF Closeout Resource

LATCF Reporting Page

LATCF Closeout Resource

SLFRF Reporting Page

ERA1 Final Reports

	Report Name	Report Type	Award Date	Due Date	Status	Edit	View	Download
1	City of	Quarterly	Jan 20, 2021	Jan 1, 1999	Submitted			

ERA2 Final Reports

	Report Name	Report Type	Award Date	Due Date	Status	Edit	View	Download
1	City of	Quarterly	May 26, 2021	Jan 31, 2026	Draft			

Figure 3 – Accessing the ERA2 Final Report

Accessing the ERA2 Final Report (Early Closeout)

The option to select Early Closeout expired on September 30, 2025.

There are two different timelines for closing out your ERA2 award. The “early closeout” process is available for ERA2 Recipients who are ready to close out the ERA2 award before the end of the ERA2 award period of performance (which is September 30, 2025).

The “Standard Closeout” process will be available for Recipients who choose to wait until the end of the ERA2 award period of performance to close out their award. For more information on the closeout process and timing, refer to the ERA2 Closeout Resource.

1. You may request to access the ERA2 Final report prior to the end of the period of performance by clicking on the box next to your Recipient ID and then clicking on “Request Closeout.” When the pop-up window appears, click on “Continue” (see Figure 4)

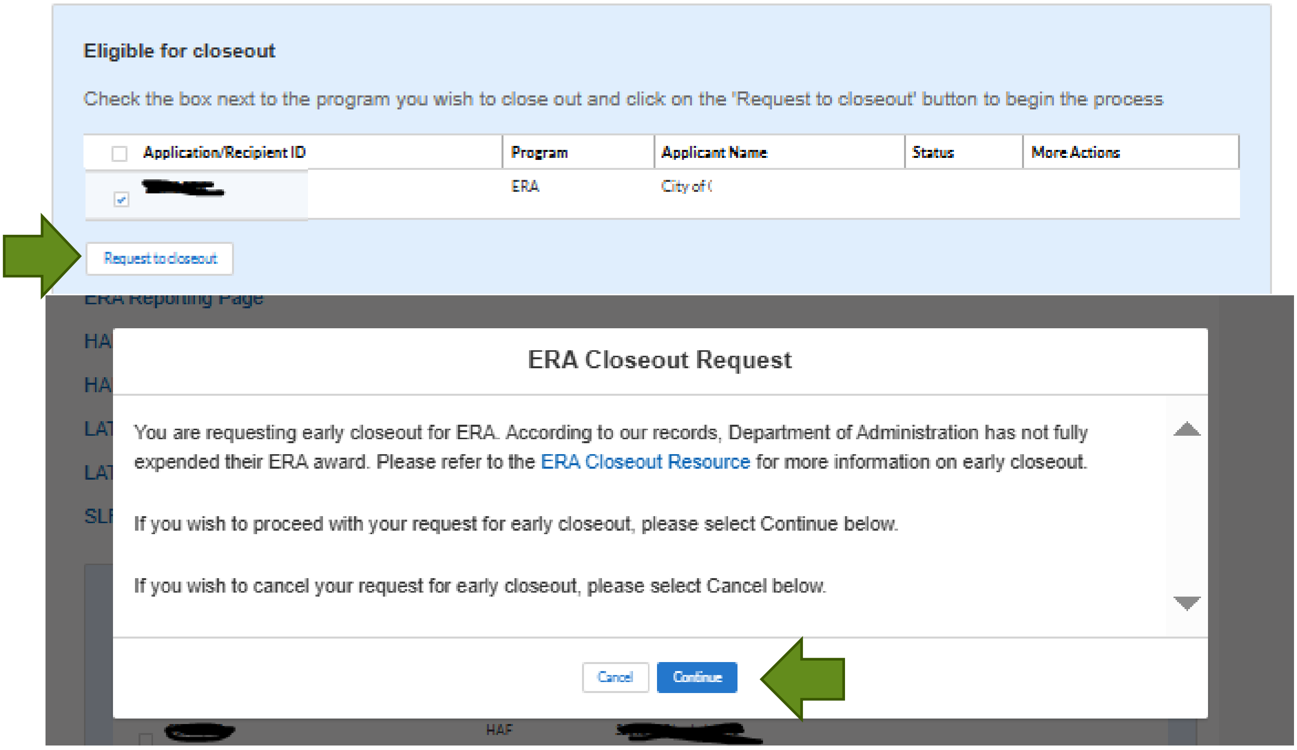


Figure 4 – Requesting Early Closeout / Access to the ERA2 Final Report

2. Treasury will review your request to access the ERA2 Final Report and will consult with the Recipient, if needed.

3. When Treasury grants access to the ERA2 Final Report, you will receive an email alert to indicate that the ERA2 Final Report is available. When you log into Treasury’s Portal, you will see your report status change to “Ready for Closeout, and you will be able to access your report under the “Final Quarterly Reports” section. Click on the pencil icon under the heading, “Edit,” to access and start completing the report (see Figure 5).

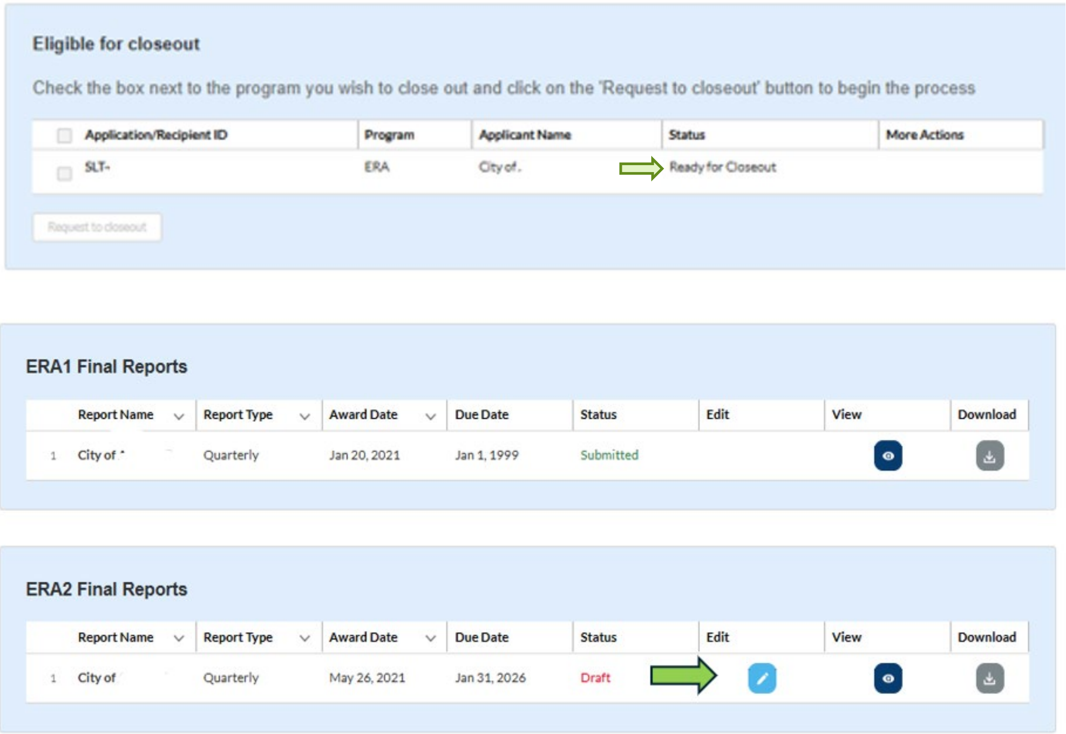
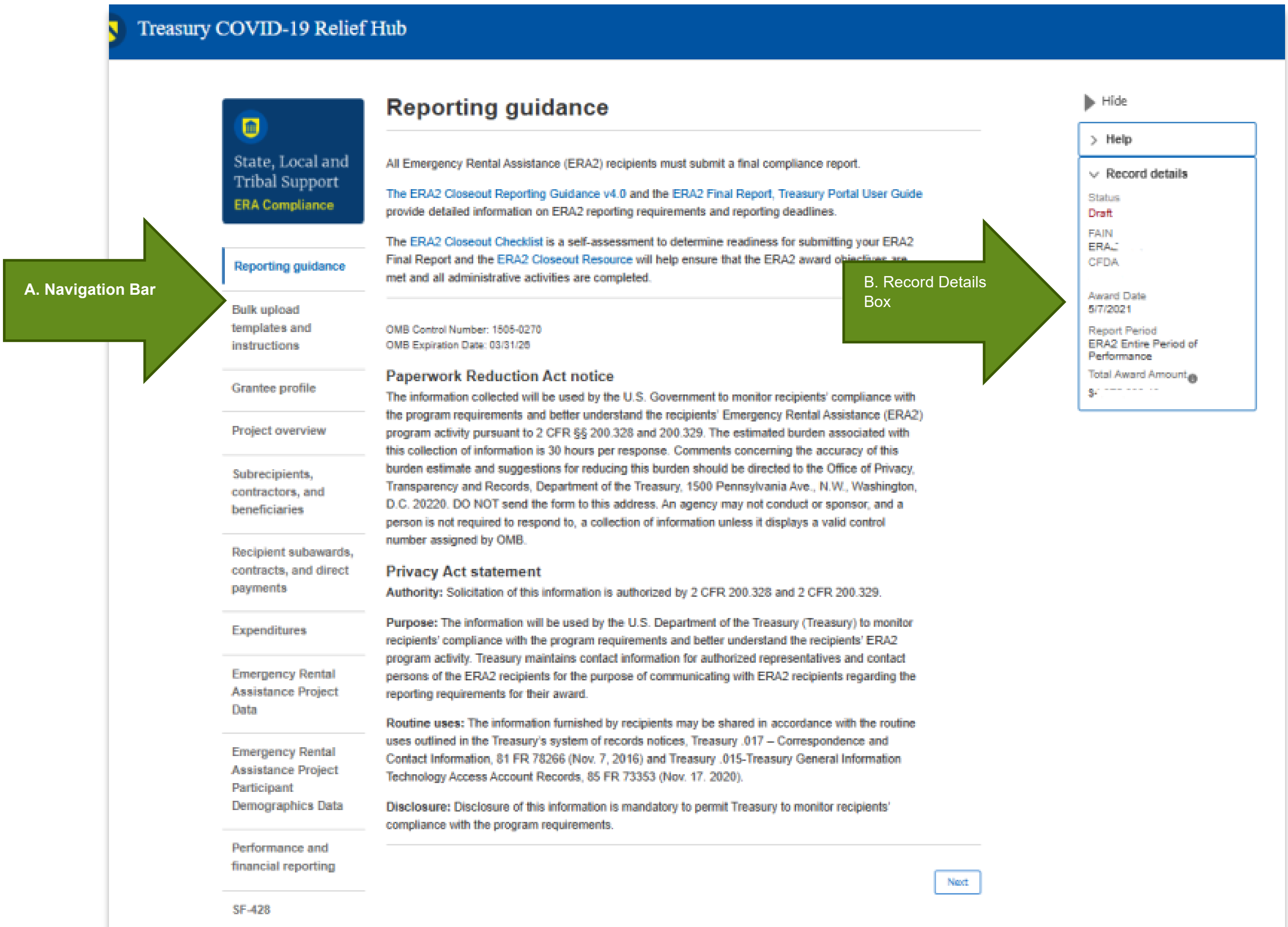


Figure 5 – Accessing Your ERA2 Final Report

Note: *ERA2 Recipients should* ***continue submitting their Quarterly Reports*** *either* ***until they <u>submit</u> their ERA2 Final Report*** *or until the end of the ERA2 Award Period of Performance (September 30, 2025). Those that do not submit an ERA2 Final Report before September 30, 2025, will automatically be a part of the* ***Standard Closeout Process****. In that case, Treasury will send an email notification indicating you have access to the ERA2 Final Report in Treasury's Portal.*

Navigating the ERA2 Final Report



3

Figure 6 – Final Report Landing Page

The Navigation Bar (see Figure 6, Arrow A) which appears on the left side of Treasury's Portal screens allows you to navigate between each Tab.

On the right side of the screen, users will see another navigation pane with information about their ERA2 award (see Figure 6, Arrow B). This information box displays the status of the current report; the ERA2 award FAIN number; the ERA2 program's Assistance Listing number (aka CFDA number); the ERA2 Award Issuance Date; the Report Period; and the Total ERA2 Award Amount.

Key Tips for Navigating your ERA2 Final Report

- You can complete the individual sections of the ERA2 Final Report in any order.
- Once the report is submitted, it will be locked, and you will not be able edit it in any way.

Submitting Data to Treasury's Portal

Treasury's Portal leads the ERA2 Recipient POC, ARR and AA through a series of ERA2 Final Report screens. While navigating through Treasury's Portal and submitting required information for the ERA2 Final Report, users will need to enter data directly into Treasury's Portal manually.

For most Tabs, you have two options for data entry:

- **Bulk upload function** allows Recipients to upload data using Excel templates; this approach to data entry can be a useful when submitting a large quantity of data. Data inputted using the bulk upload function will be subject to validation by Treasury's Portal to ensure the uploaded data is in the correct format and is consistent with other inputted data. If the bulk upload fails validation rule, Treasury's Portal will display an error for you to address. *Please see* Appendix A – Bulk File Upload Overview *for detailed overview of the available templates.*

- **Manual data entry** allows Recipients to provide inputs as instructed on the screen. Manual inputs are described in detail in Part C for each Report Tab. Manual inputs will be subject to validation by Treasury's Portal to ensure that the data provided is consistent with the expected format or description (e.g., entering "One hundred" instead of 100). If a given data entry fails a validation rule, Treasury's Portal will display an error for you to address.

  You will not be able to submit either manually entered data or data submitted via the bulk upload function that does not satisfy the data validation rules.

Manual Data Entry

ERA2 Recipients that use manual data entry will key in information on the screen. Manual inputs are described in detail below for each section of the ERA2 Final Report.

> ***Note:*** ** indicates a required field. You must enter information into the field before you can save or proceed to the next screen.*

The Portal will review manually entered data to ascertain whether the data provided is consistent with the expected format or description (e.g., entering "one hundred" instead of 100). If a given data entry fails a validation rule, the Portal will display an error message in red font for you to address (see Figure 7).

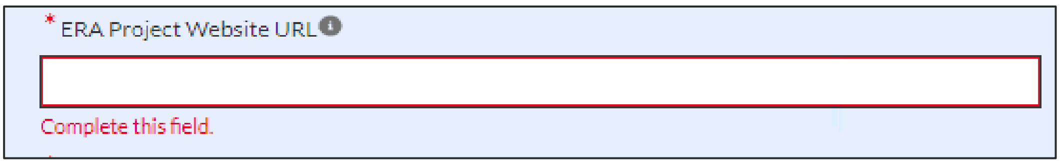


Figure 7 – Manual Entry Error Example

Updates to a Tab cannot be saved until all validation rules are satisfied. The Portal will display an error notification for those elements that fail the validation rules (e.g., leaving a required field as blank.) The Portal will also alert users who manually enter a data value that does not satisfy the validation rules (e.g. entering a currency value outside of a specific range).

After Treasury's Portal validates the data that has been manually entered for a given Tab, the user may save to continue to another Tab.

Clickable Icons

Some data entry areas have an icon (see Figure 8) that enables users to:

- *Provide Information* (enter data),
- *View* information (previous data entries), or
- *Download* information (previous data entries).

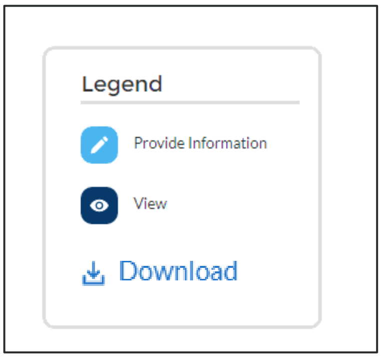


Figure 8 – Clickable Icons

Narrative Boxes

When providing narratives, type the responses using a word processing system (such as Microsoft Word) to minimize grammatical errors, track word count, and concisely answer all required narrative details. Users can copy and paste the final narratives directly into the text boxes in Treasury's Portal.

Users can expand a text box (see Figure 9) by clicking and dragging the chevron icon in the bottom-right corner.

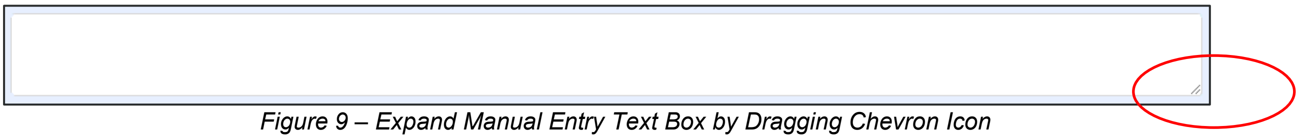


Figure 9 – Expand Manual Entry Text Box by Dragging Chevron Icon

Saving Data

Within each Tab of Treasury's Portal, users will see a next button and a save button at the bottom of each section or at the bottom of the screen:

Figure 10 – Green Saving Bar

- Clicking the "**Save" button** will allow users to save current progress without advancing to the next module. Users can click the "Save" button when they plan to exit the Portal and come back to the report later.

- Clicking the **"Next" button** will automatically save all information entered on that screen and advance the user to the next Tab. When a user clicks "Next" the screen will display a green notification across the top of the screen to indicate the report is successfully saved (see Figure 10).

Uploading and Deleting Word, Excel, and PDF Documents

After a user has uploaded a file in either Word, Excel or PDF format, the user will see the file **Title** and **Upload Date** populate within the relevant section. To view the uploaded file, click the **View Uploaded File** button (see Figure 11). Users may upload multiple files in each section.

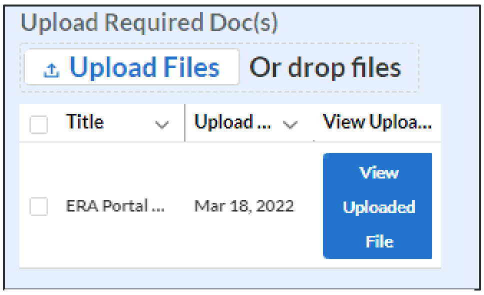


Figure 11 – File Upload Functionality

Users can delete a previously uploaded file by clicking the check box next to the Title of the file to be deleted. A red **Delete Files** button will appear above the file (see Figure 12). Click the **Delete File** button to delete the selected file.

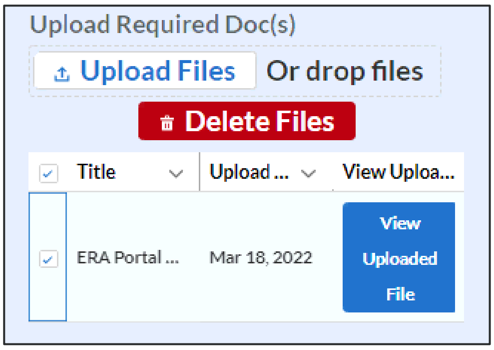


Figure 12 – Deleting Uploaded Files

Report Processing

This section of the User Guide provides information on submitting a report, editing a report prior to submission, and editing a report after submission.

Maintaining Copies of your ERA2 Final Report

Treasury's Portal enables ERA2 Recipients to download a Zip file that includes a set of documents including a document in PDF format that contains key components of the submitted reports and several files in Excel format that contain details on amounts obligated and expended, as well as the Participant Household Payment Data File in .csv format. To access the Zip file, after submitting the report, users should click on the icon under the "download" heading (see Figure 13).

> *Note: ERA2 Recipients are encouraged to **take screenshots of the Portal screens** and maintain copies of all uploaded templates for their records.*

Figure 13 – Image of submitted report

Editing an unsubmitted Closeout Report

As previously discussed, users can provide a portion of the required information in a report, save it, log out of the Portal, and return to complete the report later.

Submitting the Report

Once your ERA2 Final Report is complete*, including all data validation checks, your report is ready for certification and submission by an Account Administrator (AA) or Authorized Representative for Reporting (ARR). ERA2 Recipients must ensure* that *data they certify is accurate upon submission of the ERA2 Final Report.*

Next Steps

- If there are any questions or discrepancies identified in Treasury's review of your ERA2 Final Report, Treasury will reach out to obtain clarification, most likely through an "Information Document Request" (IDR). You can see IDRs in the "Compliance Reports" section of the State, Local, and Tribal Support Landing Page under the header "ERA2 information and/or document requests) (see Figure 14, green arrows). Some compliance communications may come as "Compliance Correspondence Notification" (CCN) in which points of contact will receive an email directing them to the Portal. You can see these notifications on the right side of the Landing Page (see Figure 14, red arrows).

- When Treasury has completed its review of the ERA2 Final Report, Treasury will email you with instructions for confirming the financial information and repaying ERA2 funds, as appropriate. See "Completing the Financial Confirmation Closeout (FCC) Module."

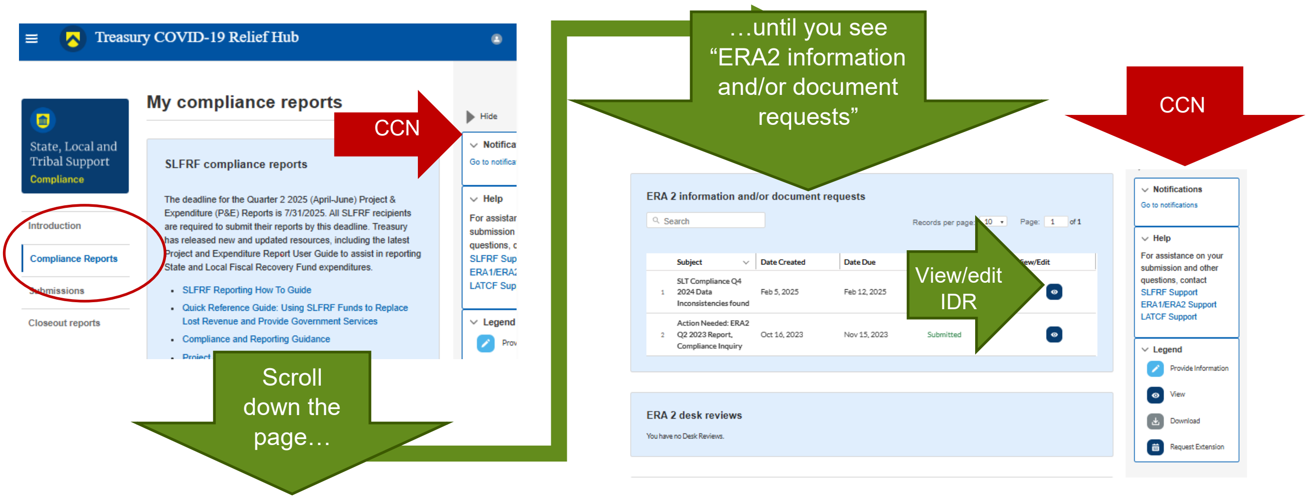


Figure 14 – IDR and CCN Notifications

Corrections and Resubmissions After Submitting the Report

If you need to make corrections after you have submitted your ERA2 Final Report, please contact us via email at EmergencyRentalAssistance@Treasury.gov.

Part C: ERA2 Final Report Tabs

The ERA2 Final Report includes multiple modules or “screens” (referred to as Tabs) to help users navigate through the ERA2 Final Report in Treasury’s Portal as follows (see Figure 15, red box):

I. *Reporting Guidance*
II. *Bulk Upload Templates and Instructions*
III. *Grantee Profile Tab*
IV. *Project Overview Tab*
V. *Subrecipients, Contractors, and Beneficiaries Tab*
VI. *Recipient Subawards, Contracts, and Direct Payments Tab*
VII. *Expenditures Tab*
VIII. *Emergency Rental Assistance Project Data Tab*
IX. *Emergency Rental Assistance Project Participant Demographics Tab*
X. *Performance and Financial Reporting Tab*
XI. *SF-428 Tab – Tangible Personal Property Report*
XII. *SF-429 Tab – Real Property Status Report*
XIII. *Report Certification and Submission Tab*

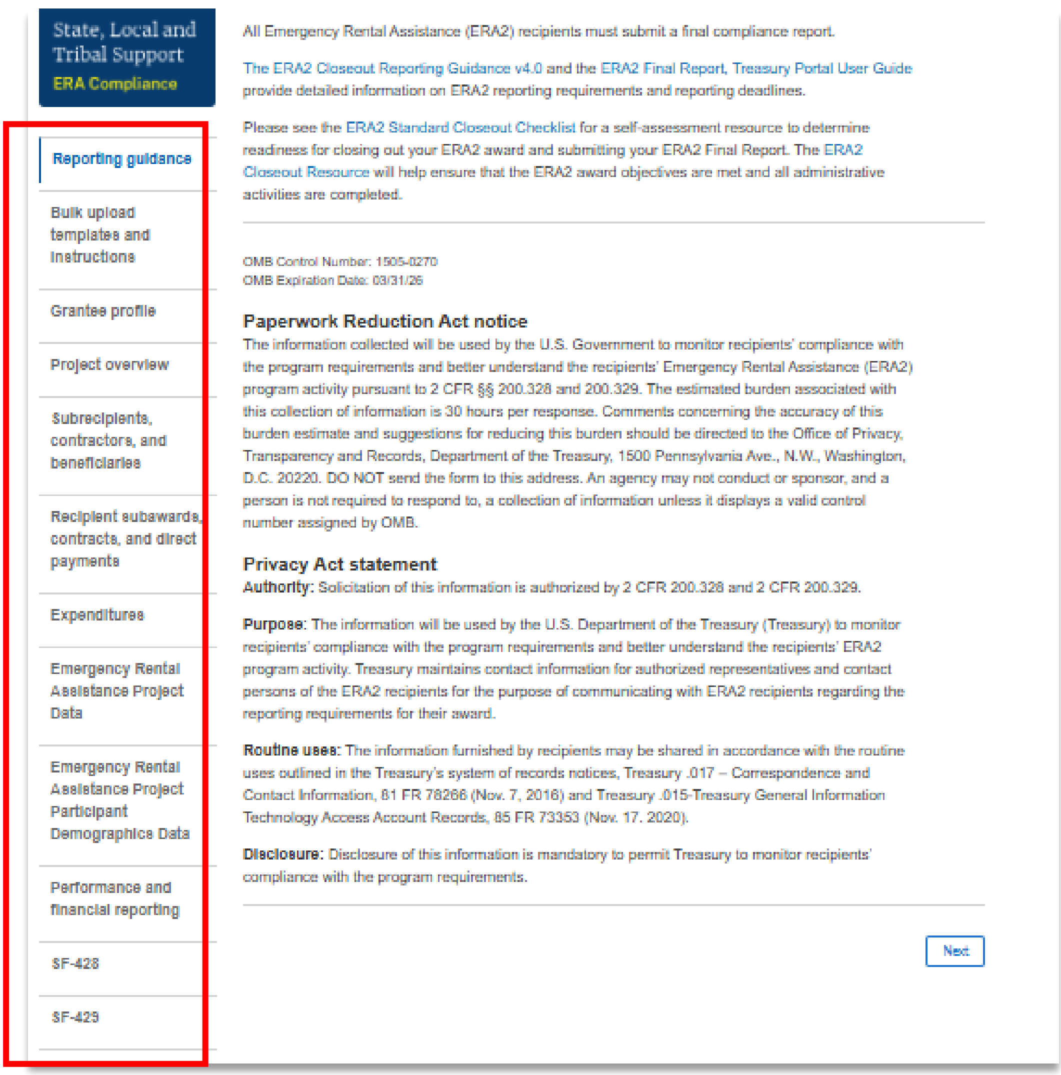


Figure 15 – ERA2 Final Report: Navigation “Tabs”

I & II Reporting Guidance and Bulk Upload Templates and Instructions

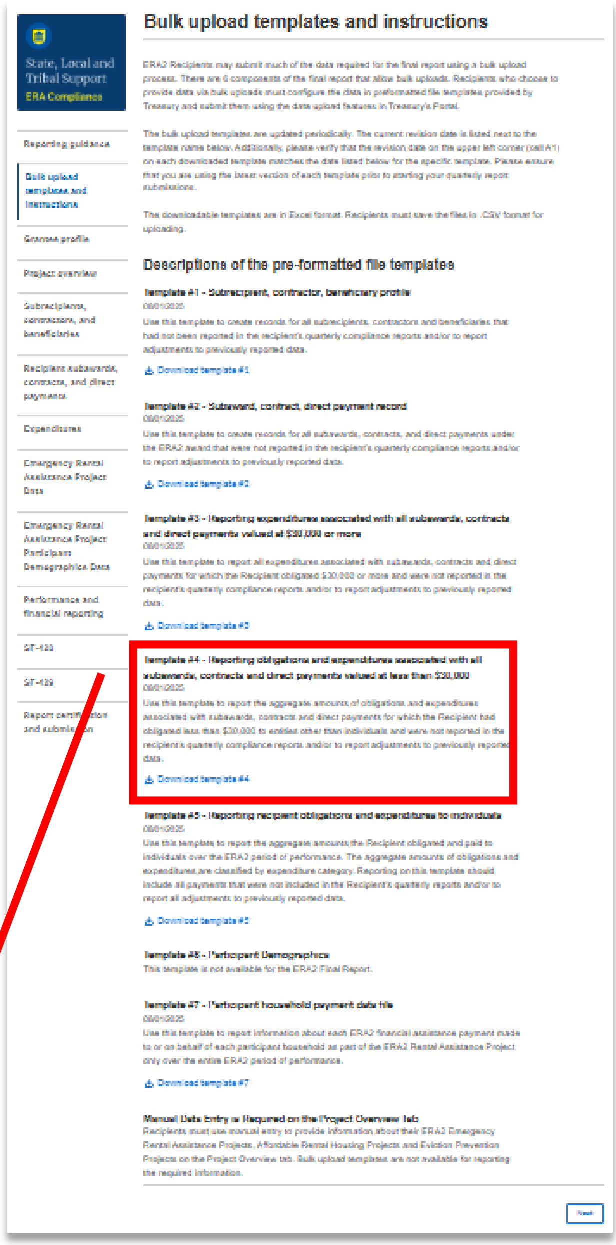
Upon opening the ERA2 Final Report, you will have the option to open any of the Portal Tabs. The Portal has two information Tabs. These are the ERA2 *Reporting Guidance* and the *Bulk Upload Templates and Instructions Tab*. These Tabs provide hyperlinks to the ERA2 Reporting Guidance, ERA2 Final Report Portal User Guide (this document), bulk upload templates, and other information on completing the ERA2 Final Report.

1. Please open and read the *ERA2 Reporting Guidance Tab* first. Information displayed on that Tab is essential for understanding before completing the entire sequence of tabs and screens.

2. After reading the instructions shown on that Tab please select "**Next**" at the bottom of the page or select the next Tab in the Navigation Bar on the left-hand side of Treasury's Portal (see Figure 16, green arrow).

3. -The *Bulk Upload Templates and Instructions Tab* provides hyperlinks to the specific version of the bulk upload templates for the ERA2 Final Report (Figure 16). **Make sure that you are using the correct version for each template**; the latest revision date is listed next to the template name as shown below (see green arrow).

4. On each downloaded template (the excel sheet), please verify that the revision date shown on the upper left corner (Cell A1) matches the date listed for the file in the *Bulk Upload Templates and Instructions Tab*.



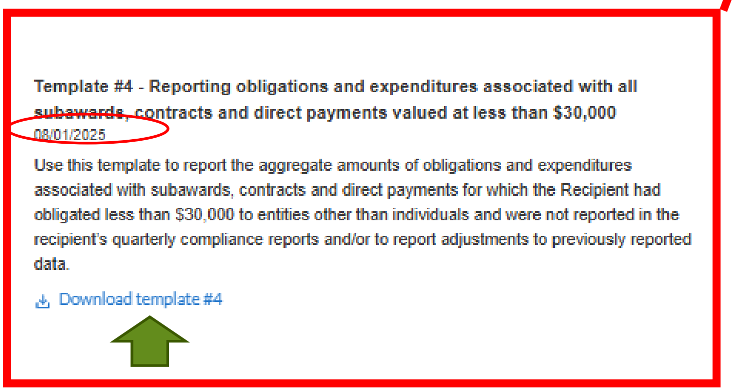


Figure 16 – Bulk Upload Templates Tab

III. Grantee Profile Tab

On the *Grantee Profile Tab* (Figure 17), ERA2 Recipients must review and confirm critical information about the Recipient's organization. (Note, the terms "Grantee" and "Recipient" are used interchangeably in ERA2 materials-)

The screen shown in this Tab will be pre-populated with information on the ERA2 Recipient's application file and on previously submitted ERA2 compliance reports.

The *Grantee Profile Tab* has two segments: a) Grantee Profile and b) SAM.gov Registration and Executive Compensation.

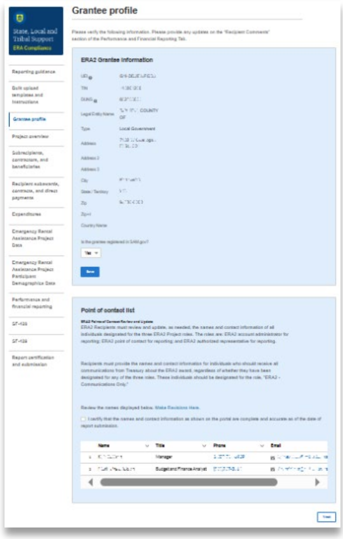


Figure 17 – Grantee Profile Tab

Grantee Profile

The Grantee Profile screen will be pre-populated with information from the Recipient's ERA2 application and other sources (see Figure 18).

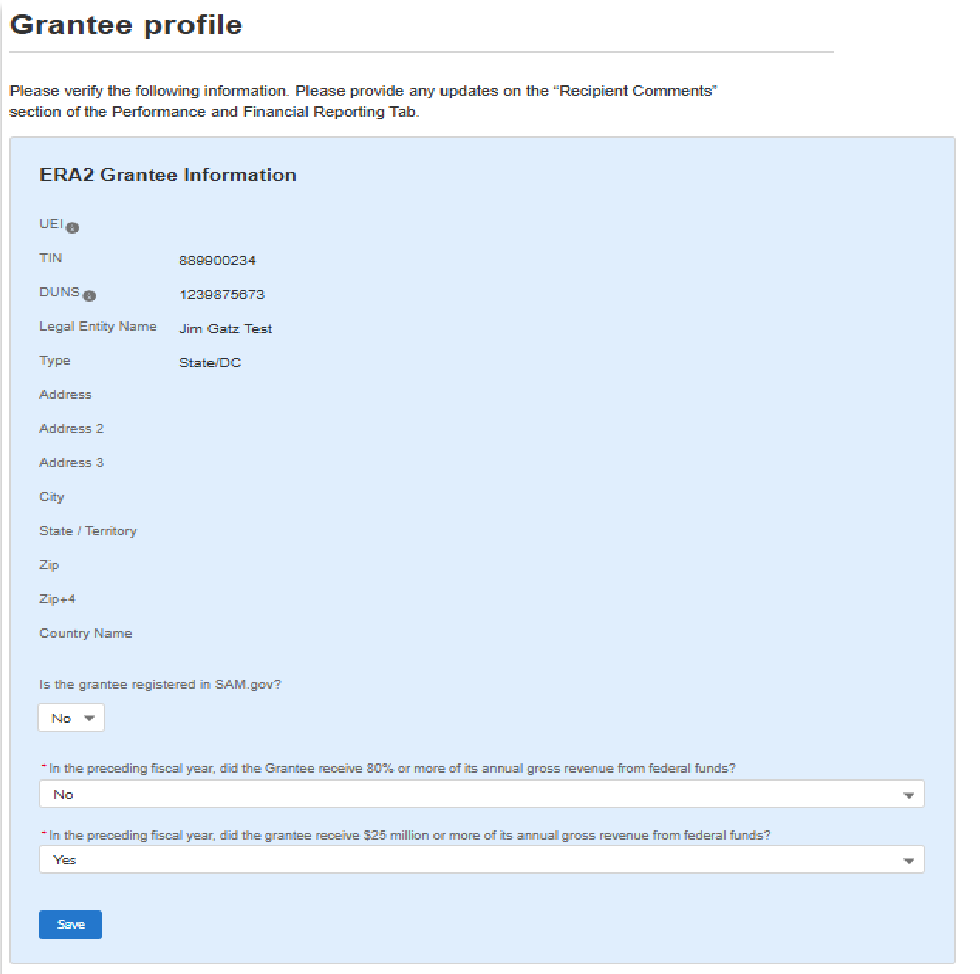


Figure 18 – ERA Recipient Information

SAM.gov Registration and Executive Compensation

All Recipients are required to register with SAM.gov and report Executive Compensation.

1. Please use the dropdown (see Figure 19) to confirm your entity's SAM.gov status.

Figure 19 – SAM.gov Status

2. If the ERA2 Recipient is registered in SAM.gov, select "Yes" from the picklist (see Figure 20).

Figure 20 – SAM.gov Registration

3. If the ERA2 Recipient is not registered in SAM.gov, select "No" from the picklist. Two additional questions will populate the space below (see Figure 21).

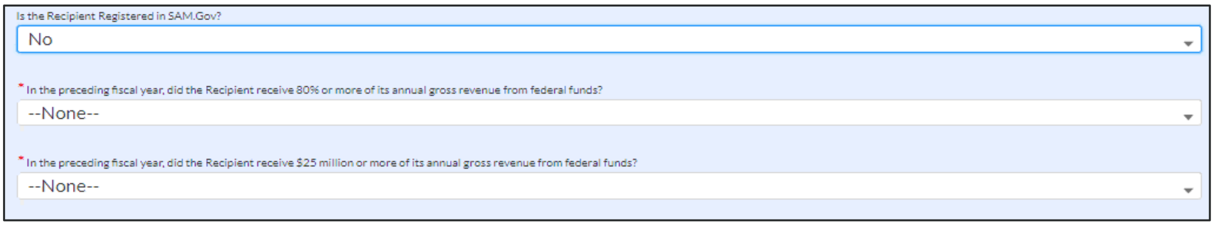


Figure 21 – Additional Questions

Recipients should be registered in SAM.gov and report Executive Compensation.

Note: *For SAM.gov registration assistance, please contact the Federal Service Desk at www.fsd.gov or 1-866-606-8220.*

4. If the ERA2 Recipient received 80% or more of its annual gross revenue from federal funds in the preceding fiscal year AND the ERA2 Recipient received $25 million or more of its annual gross revenue from federal funds, an additional question will appear (see Figure 22).

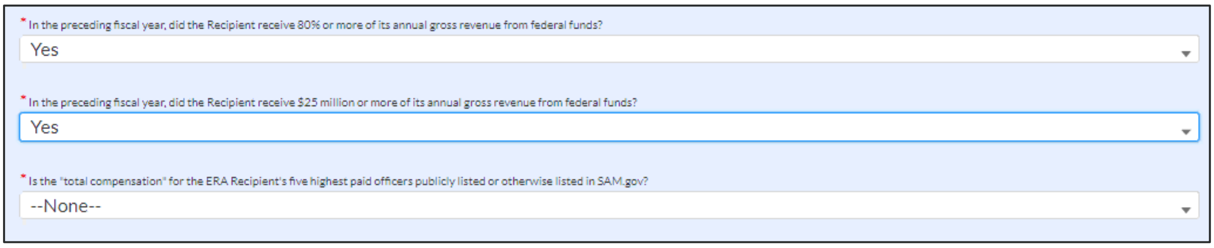


Figure 22 – Annual Gross Revenue

5. Select “Yes” if the total compensation for the ERA2 Recipient organization’s five highest paid officers is publicly displayed or otherwise listed in SAM.gov (see Figure 23) and move on to Step 6 below.

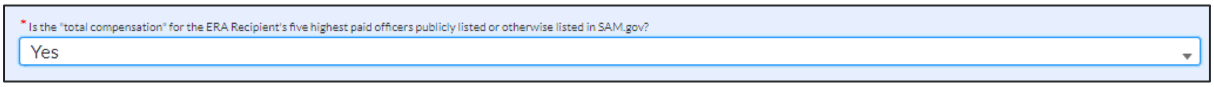


Figure 23 – Officers

6. Select “No” if the total compensation for the ERA2 Recipient organization’s five highest paid officers is not publicly displayed or otherwise listed in SAM.gov. Enter the name(s) of the officer(s) in the data entry table that will be displayed on-screen (see Figure 24), and the total compensation received by each. If fewer than five (5) officers exist, enter “N/A” and $0 in the empty field(s).

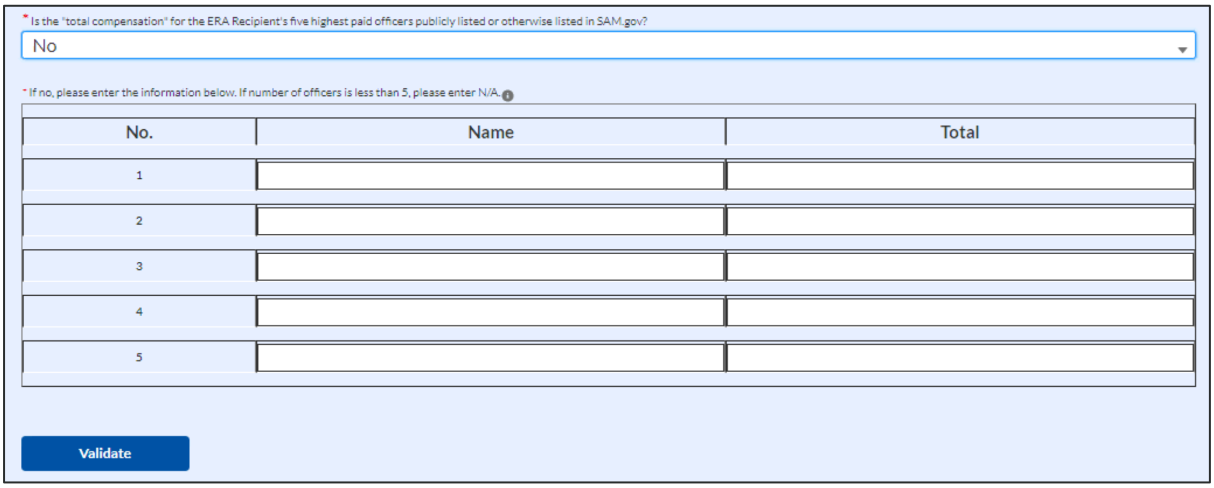


Figure 24 – ERA2 Recipient Organization Officers

Unique Entity Identifier (UEI)

This tab should be populated with the ERA2 Recipient’s Unique Entity Identifier (UEI). The ERA2 Recipient must also provide UEIs for each of its Subrecipients in the *Subrecipients, Contractors, and Beneficiaries Tab*, as well as for contractors that receive ERA2 obligations of $30,000 or more. For incorporated beneficiaries such as corporate landlords and utility providers that receive ERA2 obligations of $30,000 or more, the ERA2 recipient must provide a UEI or TIN for each beneficiary record.

How to find the ERA2 Recipient’s UEI in the Portal?
If the ERA2 Recipient entity is registered in SAM.gov, Treasury will retrieve its UEI from the Recipient’s existing SAM.gov profile. The Recipient profile will be updated automatically with the UEI (see Figure 25).

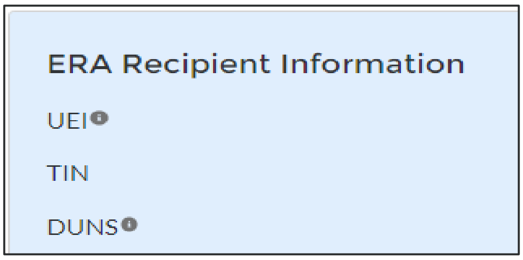


Figure 25 – UEI Information on Recipient Profile Tab

Point of Contact List

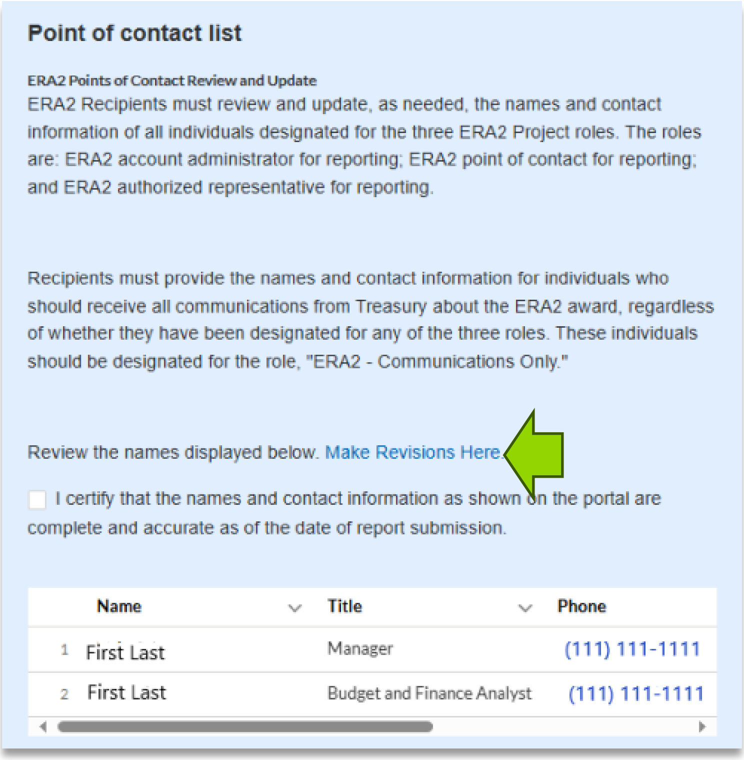


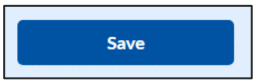
Figure 26 – ERA2 Reporting Contacts

Figure 26 illustrates the table that will list the members of your organization that are designated for ERA2 reporting roles.

1. Please review the list for accuracy. Your *Account Administrator* can update this information by clicking the blue "**Make Revisions Here**" link above the table. Clicking the icon will open a Tab where you can modify/update the list. If you need to *remove* a point of contact, remove all related roles.

2. Please see the Hints and Tips for Designating Points of Contact for ERA1 and ERA2 Reporting for further details.

3. Click the **Save** button to record progress.



4. Click the **Next** button to advance to the *Project Overview Tab*.

IV. ERA2 Project Overview Tab

All ERA2 Recipients must use this Tab to report descriptive information about their various projects (as appropriate to the Recipients' use of ERA2 award funds):

Project Type A	Project Type B	Project Type C
ERA2 Emergency Rental Assistance project	ERA2 Affordable Rental Housing project(s)	ERA2 Eviction Prevention project(s)
All Recipients	**Depends on Recipient's Program Design** *See FAQ 46 for more information.*[1]	

All ERA2 Recipients must input data manually on the *ERA2 Project Overview Tab* (Figure 27). Bulk Upload templates are not available for data entry on this Tab.

The *My Projects* dashboard screen as shown below (see Figure 27) is the core component of the *Project Overview Tab*. The dashboard displays one row for each of the Recipient's ERA2 projects. It displays three buttons/check boxes under the headings "Project Status", "Obligation Status", and "Expenditure Status" for each of the Recipient's ERA2 project(s).

Prior to report submission, all check boxes must display a **Green** Checkmark. ERA2 Recipients must click on the buttons to open the reporting screens for each project to see datapoints requiring corrections and to make updates.

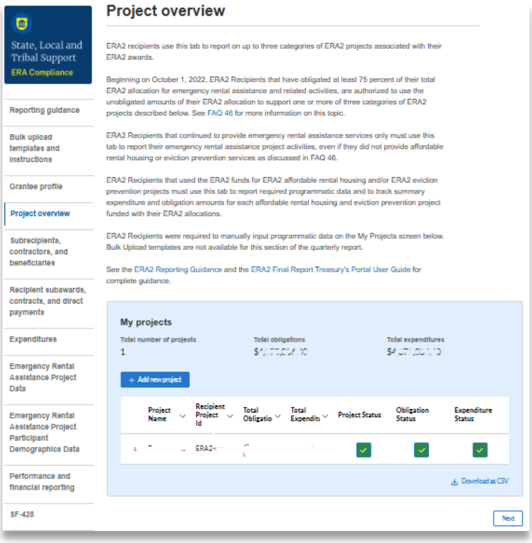


Figure 27– Project Overview Tab

Helpful Resource:

Tips on Reporting Housing Eviction Prevention Projects and Housing Stability Services (p. 24)

The *My Project* dashboard displays information about the ERA2 Recipient's ERA2 Emergency Rental Assistance Project (which applies to all ERA2 Recipients) and any Affordable Rental

[1] ***Note:*** *Beginning on October 1, 2022, ERA2 Recipients that had obligated at least 75 percent of their total ERA2 allocation for emergency rental assistance and related activities were authorized to use the unobligated amounts to support one or more of three categories of ERA2 Projects. See FAQ 46 for more information.*

Housing and/or Eviction Prevention Project(s) previously reported by the Recipient. The Recipient must input information about those Projects into the dashboard as part of their ERA2 Final Report.

Figure 28 shows a sample dashboard for an ERA2 Recipient with three Projects – one Emergency Rental Assistance Project, one Affordable Rental Housing Project, and one Eviction Prevention Project.

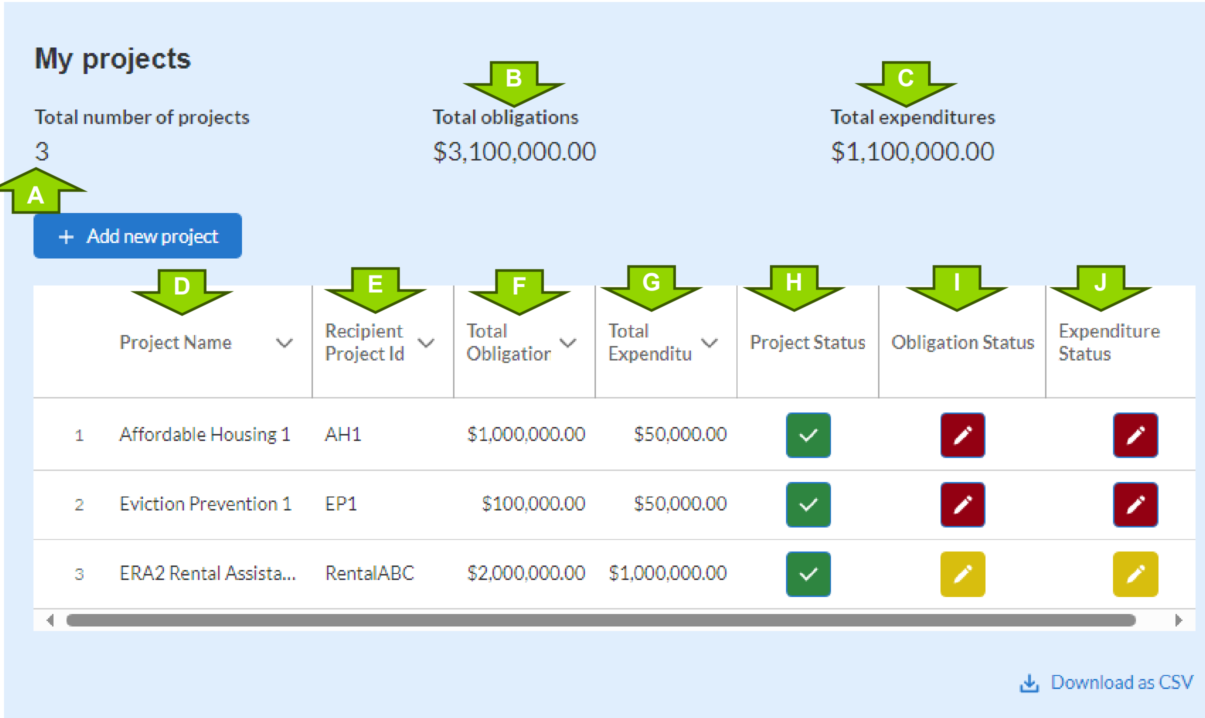


Figure 28 – My Project Dashboard

At the top of the dashboard, the system summarizes the following:

A. Total Number of Projects. This figure is calculated and pre-populated based on the information the ERA2 Recipient has entered on the My Project data entry screen. In Figure 28, the number "3" is displayed because the sample ERA2 Recipient is administering one of each of the three types of Projects listed above.

B. Total Obligations. This figure is the sum of amounts the ERA2 Recipient had input on the Project Overview Tab's individual Project screens as being the cumulative amounts obligated as of the end of the period of performance for each of its three Projects. As shown in Figure 28, the sample ERA2 Recipient has reported cumulative obligations of the following amounts: $1,000,000 for its Affordable Rental Housing Project; $100,000 for its Eviction Prevention Project; and $2,000,000 for its Emergency Rental Assistance Project. The dashboard displays the sum of $3,100,000 as the total amount obligated under the heading "Total Obligations."

C. Total Expenditures. This figure is the sum of expenditure amounts the ERA2 Recipient had previously input on the Project Overview Tab's individual Project screens for its ERA2 Emergency Rental Assistance Project plus amounts expended under its Affordable Rental Housing Project and its Eviction Prevention Project. As shown in

Figure 28, the sample ERA2 Recipient has reported cumulative expenditures in the following amounts: $50,000 for its Affordable Rental Housing Project; $50,000 for its Eviction Prevention Project; and $1,000,000 for its Emergency Rental Assistance Project. The dashboard displays the sum of $1,100,000 as the total amount expended under the heading "Total Expenditures."

The dashboard also displays at the Project-level identification information that the ERA2 Recipient ***manually enters*** on the dashboard pop-up pages, (see "Dashboards: My Projects" for input details):

D. **Project Name**. This is the name of the specific Project as manually entered by the ERA2 Recipient. The sample ERA2 Recipient has three separate ERA2 Projects so the Recipient entered three different names. Each ERA2 Project has its own name.

E. **Recipient Project ID**. This a string of figures manually entered by the ERA2 Recipient that will serve as the ID for the given ERA2 Project. The sample ERA2 Recipient is administering three separate projects, so it entered different Project IDs for each of its three ERA2 Projects.

Further, the dashboard shows cumulative obligations and expenditures entered by ERA2 Project in the *Recipient Subawards, Contracts and Direct Payments Tab* and the *Expenditures Tab:*

F. **Total Obligations**. This is the cumulative amount obligated for the related ERA2 Project as entered by the ERA2 Recipient in the *Recipient Subawards, Contracts and Direct Payments Tab* and the *Expenditures Tab*. The ERA2 Recipient manually inputs this amount on the pop-up screens for each ERA2 Project.

G. **Total Expenditures**. This is the cumulative amount expended for the related ERA2 Project as entered by the ERA2 Recipient in the *Expenditures Tab*. The ERA2 Recipient manually input this amount on the pop-up screen.

Other columns in the dashboard compare data inputted into dashboard pop-up pages with the obligations and expenditures data inputted into the *Recipient Subawards, Contracts and Direct Payments Tab* and the *Expenditures Tab* to verify consistency in reporting:

H. **Project Status**. The dashboard displays a Project Status checkmark for each of the sample ERA2 Recipient's three ERA2 Projects.

   a. **A green checkmark** indicates the input data about the specific Project appears valid.
   b. **A yellow checkmark** indicates that the input information about the specific is not correct or is invalid.

I. **Obligation Status**. The dashboard also verifies the obligation information input by the ERA2 Recipient about each of its ERA2 Projects in *the* ***Subaward, Contractor and Beneficiaries Tab*** and on the ***Expenditures Tab***.

   a. **A green checkmark** in this column for a specific ERA2 Project indicates that the cumulative obligation amount entered in the My Project dashboard for total obligations for the specific ERA2 Project aligns with the amounts of obligations as recorded for the ERA2 Project on *the Subaward, Contractor and Beneficiaries Tab* and on the *Expenditures Tab*.

b. **A yellow checkmark** indicates that the cumulative obligation amount entered by the ERA2 Recipient in the My Project dashboard is <u>inconsistent</u> with data the ERA2 Recipient had entered on the Portal's *Subaward, Contractor and Beneficiaries Tab* and the *Expenditures Tabs.*

c. **A red checkmark** indicates that the ERA2 Project does not have any obligations listed for that ERA2 Project in the *Subaward, Contractor and Beneficiaries Tab* and on the *Expenditures Tab*.

J. **Expenditures Status.** Like the Obligation Status, this column of the dashboard features color-coded checkmarks.

a. **A green checkmark** indicates the cumulative expenditure as entered on the My Project screen for the specific ERA2 Project aligns with the sum of expenditures recorded for the ERA2 Project on the *Expenditures Tab***.**

b. **A yellow checkmark** indicates that the cumulative expenditure amount entered by the ERA2 Recipient in the My Project dashboard is <u>inconsistent</u> with data the ERA2 Recipient entered on the Portal's *Expenditures Tab*.

c. **A red checkmark** indicates that the ERA2 Project does not have any expenditures listed for that ERA2 Project in the *Expenditures Tab*.

Each ERA2 Recipient must provide the following information about their ERA2 Emergency Rental Assistance Project via a pop-up window on the *Project Overview Tab*. To access the pop-up window, press the Green Check box in the "Project Status" column on the dashboard, as shown (see Figure 29).

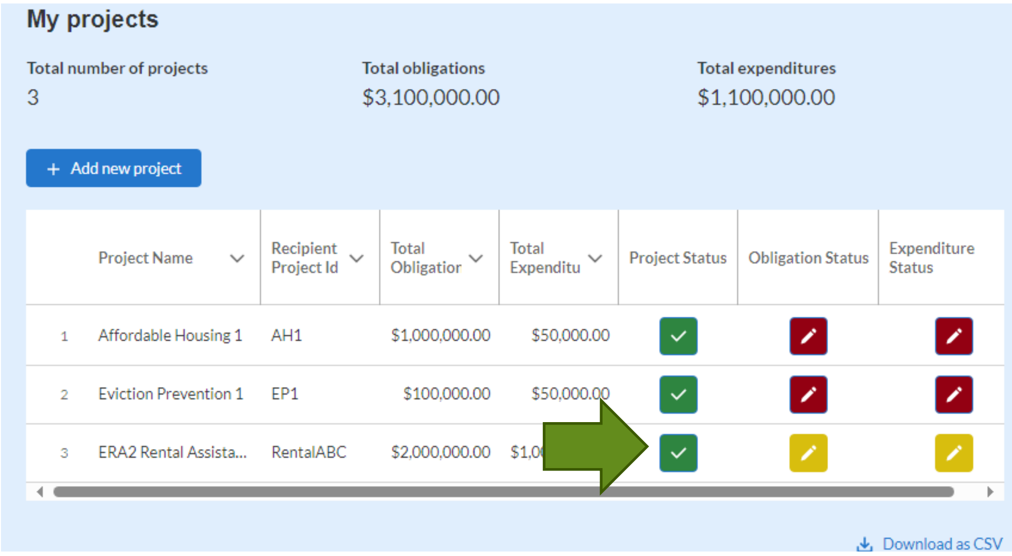


Figure 29 – Additional Features of the My Projects Dashboard

ERA2 Rental Assistance Project – Edit Project Information

When the user clicks on the Project Status check box on the ERA2 Rental Assistance Project area of the dashboard, the "Edit Project" pop-up window will be displayed on-screen.

The “Edit Project” pop-up window contains required data fields about the status of the ERA2 Emergency Rental Assistance Project. ERA2 Recipients must manually enter the following data on its ERA2 Emergency Rental Assistance Project on the ERA2 Final Report pop-up screen

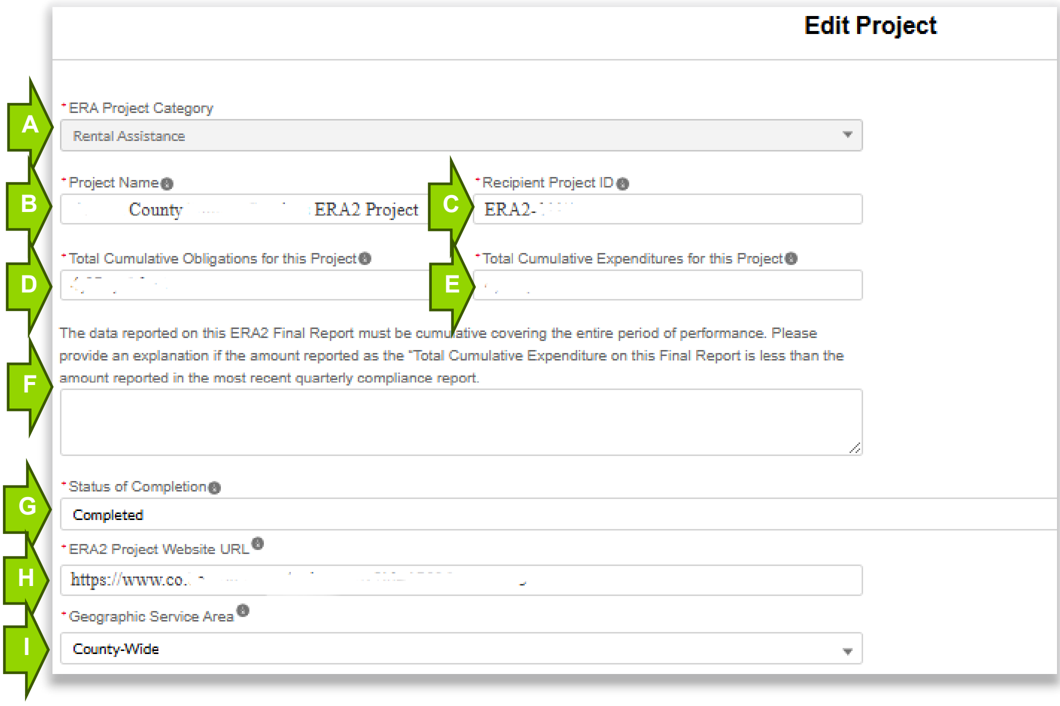


Figure 30 – “Edit Project” for Rental Assistance Project (first half of pop-up screen)

The first half of the form is focused on basic project information (see Figure 30) and includes the following questions/fields:

A. **ERA Project Category**. “Rental Assistance” will be *pre-populated* for the Rental Assistance project in the drop-down for this data field as shown.

B. **Project Name**. Input or edit the name of the ERA2 Emergency Rental Assistance Project in the data field. *Please make certain the name provided is different from project names entered for other ERA projects.*

C. **Recipient Project ID**. Input a Recipient Project ID (this is an ID selected by the ERA2 Recipient) in the data. *Please make certain the Recipient Project ID used the Recipient’s ERA2 Emergency Rental Assistance Project is different from Recipient Project IDs created for the Recipient’s other projects.* It must be different from the Recipient’s ERA1 Project ID as well.

D. **Total Cumulative Obligations for this Project**. Enter the total cumulative dollar value of obligations made by the ERA2 Recipient under this ERA2 Emergency Rental Assistance Project over the entire period of performance. Enter the cumulative amount in the field.

E. **Total Cumulative Expenditures for this Project**. Enter the total cumulative dollar value of expenditures for this ERA2 Emergency Rental Assistance project over the entire period of performance. Enter the final cumulative amount in the field.

F. **Explanations related to Cumulative Data**. The data reported on the ERA2 Final Report *must be cumulative* covering the entire period of performance. This field (Figure 30) allows you to provide an explanation if *the amount reported as the "Total Cumulative Expenditure for this Project" on this ERA2 Final Report <u>is less than</u> the amount reported in the most recently submitted quarterly compliance report*

G. **Status to Completion**. Select from the dropdown list to identify the most accurate status descriptor of this ERA2 Emergency Rental Assistance Project as of the end of the entire period of performance.
   a. *Options are: Not Started; Completed Less than 50%: Completed 50% or More; Completed; Cancelled*

H. **ERA Project Website URL**. Provide the URL for this ERA2 Emergency Rental Assistance Project website that was used to educate the public about the Project.

I. **Geographic Service Area.** Select from the dropdown list to identify the geographic service area covered by this ERA2 Emergency Rental Assistance Project.
   a. *Options are: State-wide; County-wide; City-Wide; Targeted Communities*

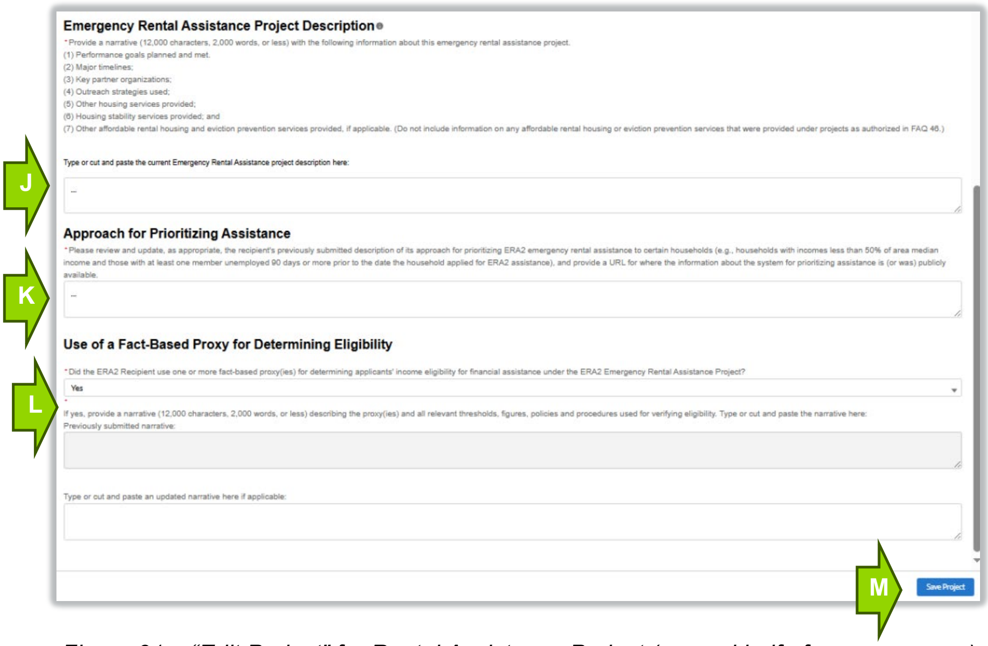


Figure 31 – "Edit Project" for Rental Assistance Project (second half of pop-up screen)

The second half of the form includes descriptive questions about the design of the ERA2 Emergency Rental Assistance Project (see Figure 31):

J. **ERA2 Emergency Rental Assistance Project Description**. Provide the narrative (or update the narrative reported from past quarters to reflect the entire period of performance) in the text box provided. The text box can be resized as needed. The narrative should be no more than12,000 characters (about 2,000 words or less) with the following information, as applicable:
   a. Performance goals planned and met.
   b. Major timelines.

c. Key partner organizations.
d. Planned outreach strategies.
e. Other housing services provided.
f. Housing stability services provided (including eviction prevention projects that fall within the initial 10% cap for housing stability services); and
g. Other affordable rental housing and eviction prevention services provided. Please do not input information on any Affordable Rental Housing Project(s) or Eviction Prevention Project(s) authorized in FAQ 46. Affordable rental housing or eviction prevention services that are provided as authorized in FAQ46 are subject to certain additional requirements and must be reported as their own projects.

K. Narrative on Approach for Prioritizing ERA2 Assistance to Certain Households. Review and update, as needed, the previously submitted description (as submitted on quarterly compliance reports submitted earlier) of the ERA2 Recipient's approach for prioritizing ERA2 assistance to certain households (e.g., households with incomes less than 50% of area median income and those with at least one member who were unemployed 90 days or more prior to the date the household applied for ERA2 assistance), and provide a URL where the information on the system for prioritizing the assistance is/was made publicly available.

L. Use of a Fact-Based Proxy for Determining Eligibility. Select from a dropdown list to indicate whether the ERA2 Recipient used a fact-based proxy for determining its applicants' income eligibility for financial assistance under this ERA2 Emergency Rental Assistance Project. The selection options are: "Yes" or "No."

a. *If the ERA2 Recipient selects "yes" on the dropdown list,* the Portal will display a follow-up text box where the ERA2 Recipient must provide a narrative (12,000 characters or 2,000 words, or less) description of the proxy and all relevant thresholds, figures, policies, and procedures used for verifying eligibility. The user can type or paste the narrative in the text box provided. The text box will display the narrative submitted in the most recently submitted quarterly compliance report. The Recipient can provide updates in the text box provided (as needed) to reflect the use of this strategy throughout the period of performance.

M. When the user has provided all required information on the screen, click the "Save Project" button at the bottom right of the screen.

ERA2 Affordable Rental Housing Project(s) – Add/Edit Project Information

All ERA2 Recipients that have initiated an ERA2 Affordable Rental Housing Project at any time during the ERA2 award period of performance must create a record for that project on the Project Overview Tab.

Each ERA2 Affordable Rental Housing Project funded in whole or in part with ERA2 award funds must be reported in its own "Project." You may edit an existing ERA2 Affordable Rental Housing Project by clicking on the Project Status button.

To set up a new ERA2 Affordable Rental Housing Project record:

1. Click the "Add Project" button on the top left section of the My Projects Dashboard as shown in Figure 32.

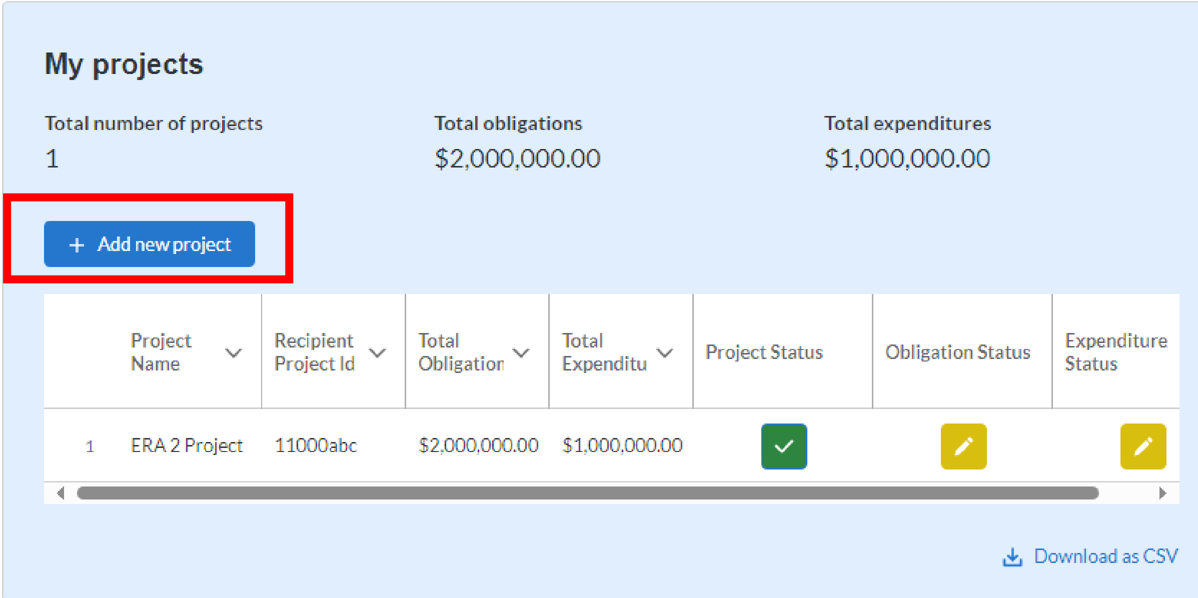


Figure 32 – Add Project Button

2. Clicking on the "Add Project" button will display the "Add Project" pop-up screen as shown in Figure 33.

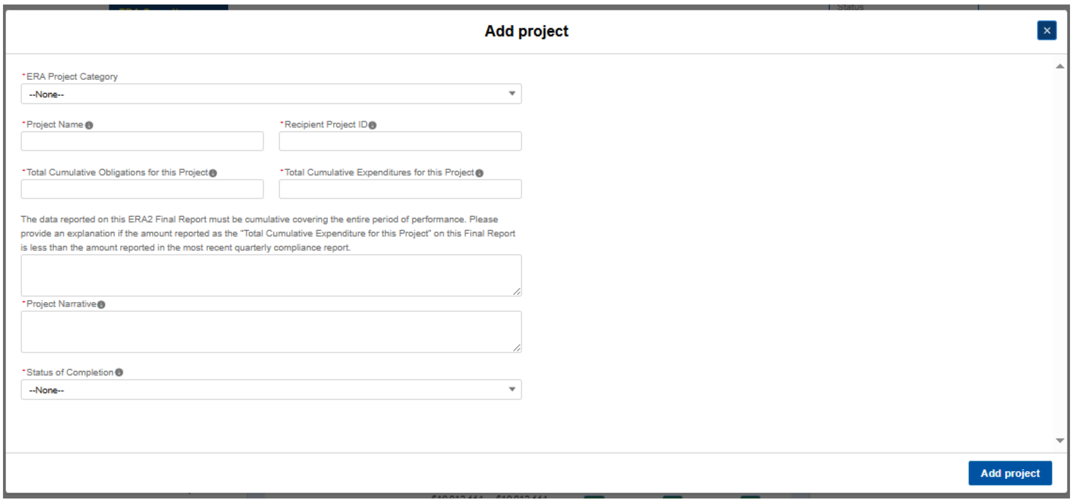


Figure 33 – Add Project Pop-Up Screen

3. The field at the top of the "Add Project" pop-up screen is the "ERA Project Category" field, which is a dropdown list. Users should select "Affordable Housing" from the dropdown list as shown in Figure 34.

Figure 34 – Project Category

4. When "Affordable Rental Housing" is selected under "ERA Project Category," the Project Pop-Up will display the required data fields with required information about the ERA2 Affordable Rental Housing Project (see Figure 35).

5. You will be asked to complete a number of fields to demonstrate compliance with requirements under [FAQ 46](#) (see Figure 36 screenshots and accompanying tables showing the Affordable Rental Housing Fields and Help Text).

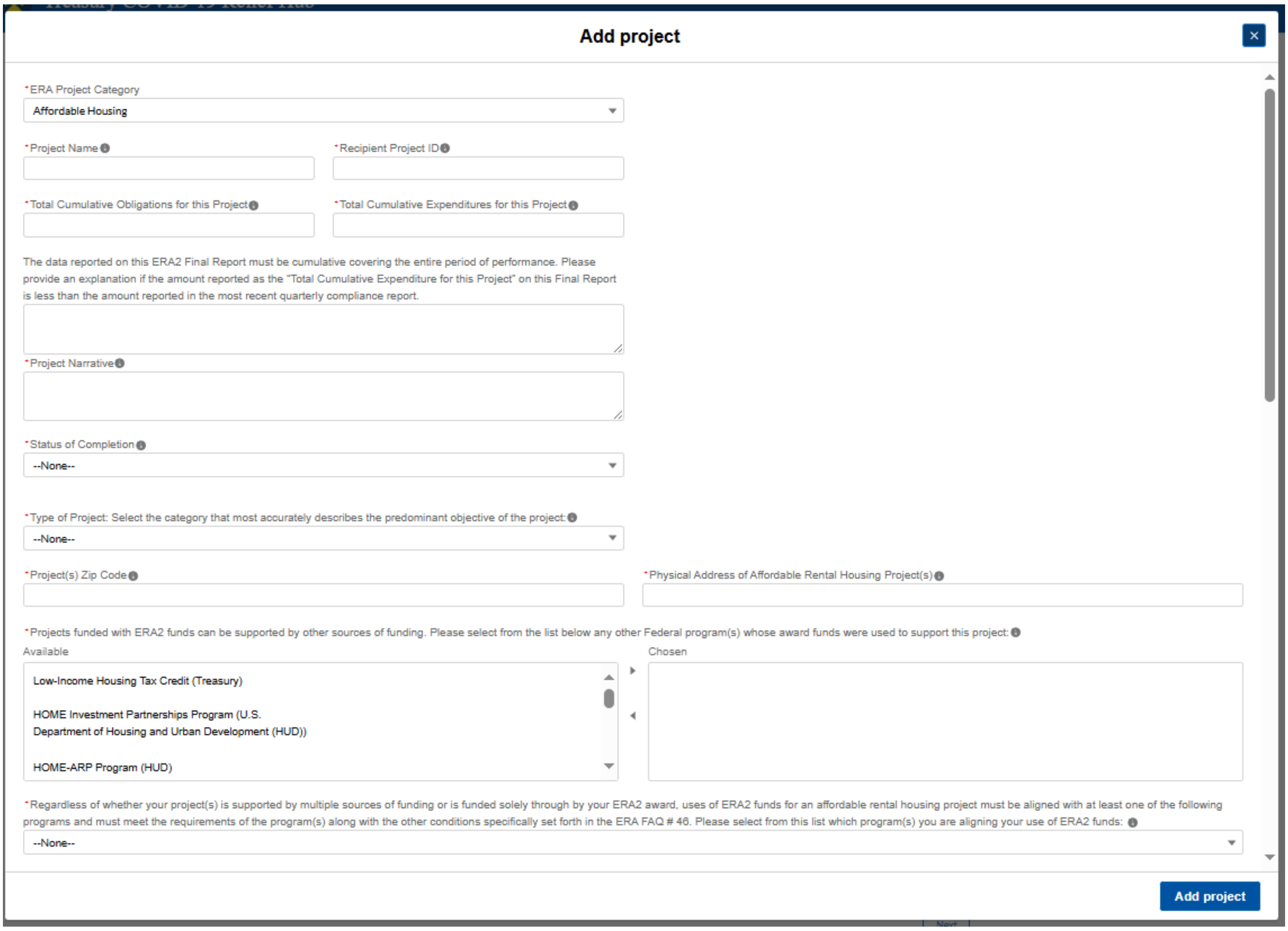


Figure 35 – Add Project: Rental Assistance

6. When the user has provided or updated all required information on the screen, they should click the "Add Project."

7. Repeat for each Affordable Rental Housing Project, and then move on to the next Tab.

Affordable Rental Housing Project: Detailed Fields and Help Text

The following are screenshots of the portal and guides to Affordable Rental Housing Projects fields with descriptive information. Required fields are marked with an *.

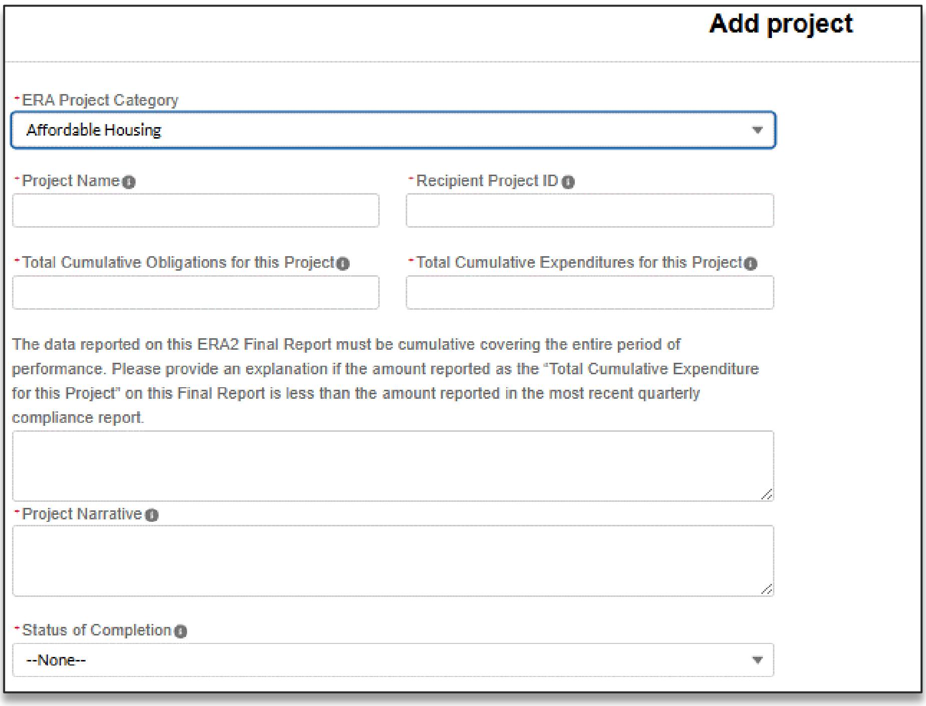


Figure 36: Affordable Rental Housing Project – Screenshot #1 of 6

Field	Description
*Project Name	Recipient enters name of this Affordable Rental Housing Project. *Note: You will use the Project Name to connect obligations and expenditure to this Project in the* Payments *and* Expenditures Tabs.
*Recipient Project ID	Unique ID assigned by the Recipient.
*Total cumulative obligations for this Project	The total dollar value of obligations under this ERA2 project from the initiation of the project through the end of the period of performance.
*Total cumulative expenditures for this Project	The total dollar value of expenditures under this ERA2 project from the initiation of the project through the end of the period of performance.
The data reported… must be cumulative… provide an explanation…	Use this text box to provide an explanation if the amount reported as the "Total Cumulative Expenditure for this Project" on this Final Report is less than the amount reported in the most recent quarterly compliance report.
*Project Narrative	Provide a brief narrative description of the project (minimum of 300 and maximum of 500 words). Please describe how this funding fulfills a specific need within the community, supports "affordable rental housing purposes" as specified in FAQ 46, and integrates other program resources and/or funds to provide services, and so forth. *Treasury recommends specifying the activities funded by ERA2 award funds.*
*Status to completion	Select the most accurate status descriptor for this Affordable Rental Housing Project. *Picklist options: Not Started; Completed <50%; Completed >50%; Completed; Canceled*

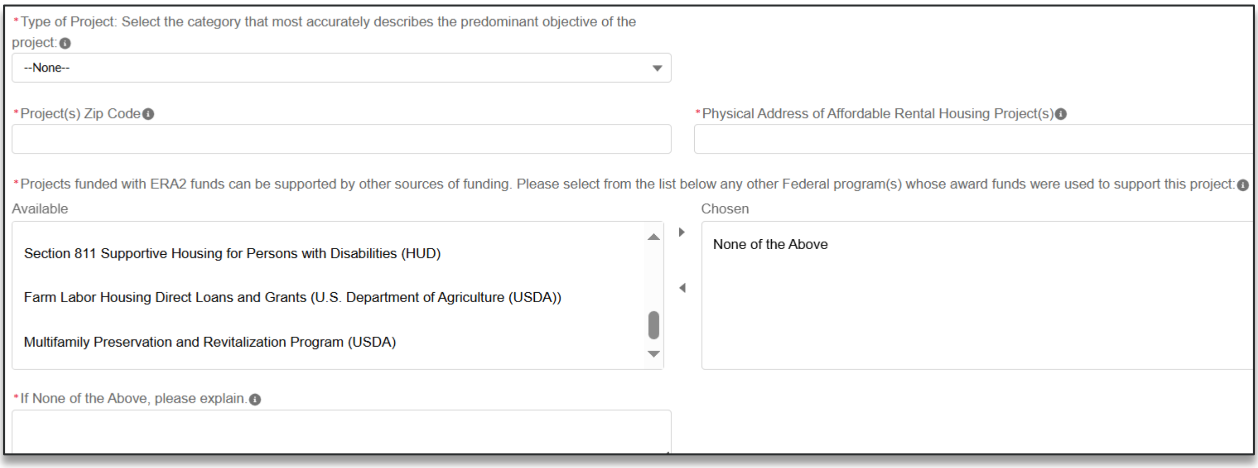
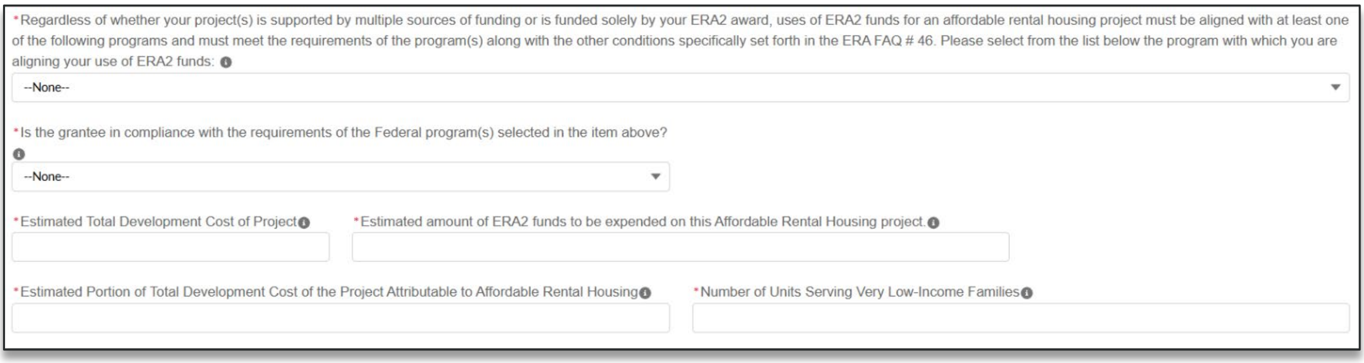


Figure 37: Affordable Rental Housing Project – Screenshot #2 of 6

Field	Description
*Type of project	Recipient must select the category that most accurately describes the predominant objective of the project *Picklist options:* Acquisition *(prompts user to also provide the date of the acquisition of real property)*; New Construction; Rehabilitation of Affordable Rental Housing; Preservation of Affordable Rental Housing; Pre-Development Costs Related to Construction, Rehabilitation, or Preservation of Affordable Rental Housing; Operation of Affordable Rental Housing Projects that were Constructed, Rehabilitated, or Preserved using ERA2 Funds; or Other *(requires an explanation)*
*Project Zip Code	Zip code of the physical location of this Affordable Rental Housing Project.
*Physical address of Affordable Rental Housing Project	Address of the physical location of this Affordable Rental Housing Project, if known.
*Projects funded with ERA2 funds can be supported by other sources of funding. Please select from the list below any other Federal program(s) whose award funds were used to support this Project	Select one or more additional Federal program(s), if any, used together with the ERA2 funds for this Affordable Rental Housing Project. *Picklist options:* Low-Income Housing Tax Credit (Treasury); HOME Investment Partnerships Program (U.S. Department of Housing and Urban Development (HUD)); HOME-ARP Program (HUD); Housing Trust Fund Program (HUD); Public Housing Capital Fund (HUD); Indian Housing Block Grant Program (HUD); Section 202 Supportive Housing for the Elderly (HUD); Section 811 Supportive Housing for Persons with Disabilities (HUD); Farm Labor Housing Direct Loans and Grants (U.S. Department of Agriculture (USDA)); Multifamily Preservation and Revitalization Program (USDA); or None of the Above *(selection requires an explanation)*


*Regardless of whether your project(s) is supported by multiple sources of funding or is funded solely by your ERA2 award, uses of ERA2 funds for an affordable rental housing project must be aligned with at least one of the following programs and must meet the requirements of the program(s) along with the other conditions specifically set forth in the ERA FAQ # 46. Please select from the list below the program with which you are aligning your use of ERA2 funds:

--None--

*Is the grantee in compliance with the requirements of the Federal program(s) selected in the item above?

--None--

*Estimated Total Development Cost of Project

*Estimated amount of ERA2 funds to be expended on this Affordable Rental Housing project.

*Estimated Portion of Total Development Cost of the Project Attributable to Affordable Rental Housing

*Number of Units Serving Very Low-Income Families

Figure 38: Affordable Rental Housing Project – Screenshot #3 of 6

Field	Description
*Regardless…Please select from the list below the program with which you are aligning your use of ERA2 funds	**Full question reads:** *Regardless of whether your project(s) is supported by multiple sources of funding or is funded solely by your ERA2 award, uses of ERA2 award funds for an Affordable Rental Housing Project must be aligned with at least one of the following programs and must meet the requirements of the program(s) along with the other conditions specifically set forth in the ERA FAQ 46. Please select from the list below the program with which you are aligning your use of ERA2 award funds.* *Picklist options:* Low-Income Housing Tax Credit (Treasury); HOME Investment Partnerships Program (U.S. Department of Housing and Urban Development (HUD)); HOME-ARP Program (HUD); Housing Trust Fund Program (HUD); Public Housing Capital Fund (HUD); Indian Housing Block Grant Program (HUD); Section 202 Supportive Housing for the Elderly (HUD); Section 811 Supportive Housing for Persons with Disabilities (HUD); Farm Labor Housing Direct Loans and Grants (U.S. Department of Agriculture (USDA)); Multifamily Preservation and Revitalization Program (USDA); or None of the Above (*selection requires an explanation)*
*Is the recipient in compliance with the requirements of the Federal program(s) selected in the item above?	Indicate whether the ERA2 Recipient is in full compliance with the regulations and other requirements of the federal program(s) with which the use of ERA2 award funds is/are aligned (as noted here). Yes/No answer *If you select "No" you will be prompted to provide an explanation*
*Estimated Total Development Cost of Project	Total estimated cost of this affordable housing project (dollar amount). Recipient should update this estimate when submitting the ERA2 Final Report to account for changes in cost projections.
*Estimated amount of ERA2 funds to be expended on this Affordable Rental Housing Project.	Estimated dollar amount of ERA2 award funds that will be used for this Affordable Rental Housing Project
*Estimated Portion of Total Development Cost of the Project Attributable to Affordable Rental Housing	Percentage of the overall estimated cost of this Project to be used for affordable rental housing. Recipients should update this estimate in the ERA2 Final Report to account for changes in cost projections.
*Number of Units serving very low-income families	Number of rental units in this Affordable Rental Housing Project designated for very low-income families. "Low-income families" are defined as those with incomes do not exceed 50 percent of the median area family income (as defined by 42 U.S.C. 1437a(b) and the U.S. Department of Housing and Urban Development).

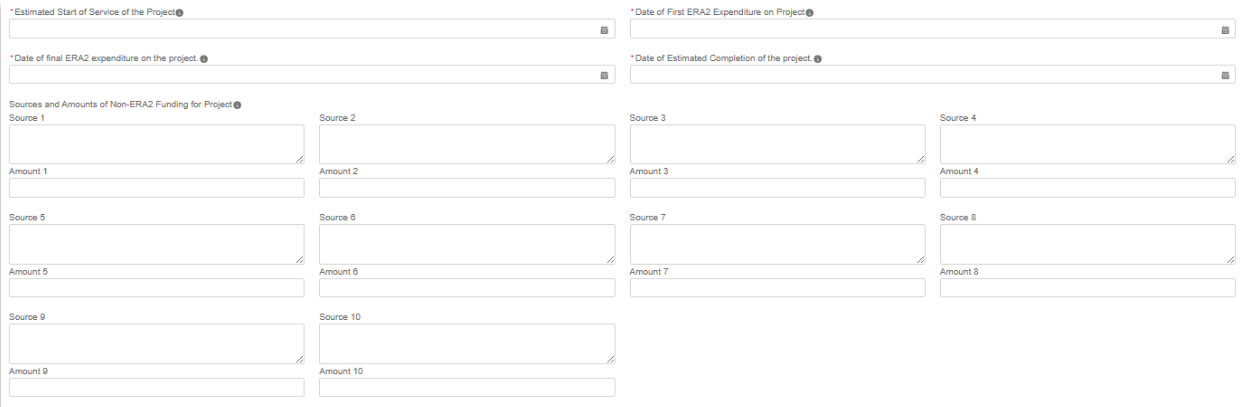


Figure 39: Affordable Rental Housing Project – Screenshot #4 of 6

Field	Description
*Estimated start of service of the Project	Please see the regulations for the Federal program with which the uses of ERA2 funds are aligned to determine what constitutes the "start of service." For projects that predated Recipient's contribution of ERA2 funds, please note the start of service for the specific ERA2-funded units.
*Date of first ERA2 expenditure on the Project	Date of the ERA2 Recipient's first expenditure of ERA2funds for this Affordable Rental Housing Project. Please use the definition of expenditure for the Federal program with which the uses of ERA2 funds are aligned to determine this date. If the program does not specify, the recipient should use its internal accounting mechanisms to determine its first expenditures.
*Date of Final ERA2 expenditure on the Project	Date of the ERA2 Recipient's final expenditure of ERA2 funds for this Affordable Rental Housing Project.
*Date of Estimated Completion of the Project.	The ERA2 Recipient's estimate of when construction of the overall Affordable Rental Housing Project will be completed.
*Sources and Amounts of Non-ERA2 Funding for project. Includes spaces for 1 – 10 sources and corresponding amounts.	Provide the name(s) of all sources of non-ERA2 funds used for this Affordable Rental Housing Project and the amount(s) provided by each source. Sources of funds may include, for example, the ERA2 Recipient's own budget; funds provided through other federal, state, or local housing programs; funds provided through nongovernmental entities; and private investments. Recipients should update this estimate for the ERA2 Final Report to account for changes.

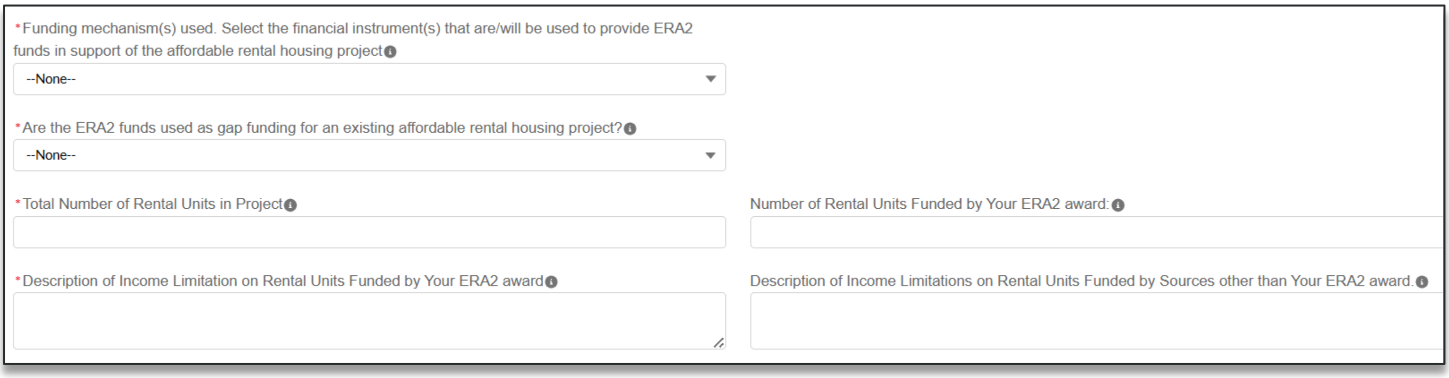
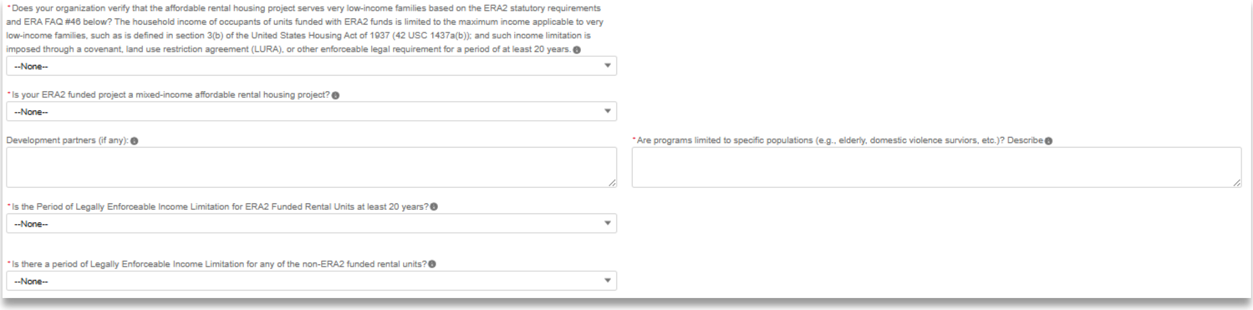


Figure 40: Affordable Rental Housing Project – Screenshot #5 of 6

Field	Description
*Funding mechanism(s) used: Select the financial instrument(s) that are/will be used to provide ERA2 funds in support of the Affordable Rental Housing Project	Identify one or more financial instrument(s) that has been or will be used for this Affordable Rental Housing Project. *Picklist includes:* Loans [including no-interest loans and deferred-payment loans]; Interest subsidies. Grants: Other financial arrangements *(requires an explanation)*
*Are the ERA2 funds used as gap funding for an existing project.	Indicate whether the ERA2 funds are being/will be used as gap funding for an Affordable Rental Housing Project that was in existence prior to October 2022. *Picklist includes:* Yes No Other *(requires an explanation)*
*Total number of rental units in Project	Provide the total number of rental units planned for this ERA2-funded Affordable Rental Housing Project. Recipients should update this estimate for the ERA2 Final Report to account for changes.
Number of rental units funded by your ERA2 award	Provide the total number of rental units planned to be supported with ERA2 funds as part of this Affordable Rental Housing Project. Recipients should update this estimate for the ERA2 Final Report to account for changes.
*Description of income limitation on rental units funded by Your ERA2 award	Provide a brief narrative description of current income requirements for tenants of ERA2-funded rental units in this Affordable Rental Housing Project as of the submission of the ERA2 Final Report.
Description of income limitations on rental units funded by sources other than your ERA2 award.	Provide a brief narrative description of current income requirements for tenants of rental units (if any) funded by sources other than ERA2 in this Affordable Rental Housing Project as of the submission of the ERA2 Final Report.


*Does your organization verify that the affordable rental housing project serves very low-income families based on the ERA2 statutory requirements and ERA FAQ #46 below? The household income of occupants of units funded with ERA2 funds is limited to the maximum income applicable to very low-income families, such as is defined in section 3(b) of the United States Housing Act of 1937 (42 USC 1437a(b)); and such income limitation is imposed through a covenant, land use restriction agreement (LURA), or other enforceable legal requirement for a period of at least 20 years.

--None--

*Is your ERA2 funded project a mixed-income affordable rental housing project?

--None--

Development partners (if any):

*Are programs limited to specific populations (e.g., elderly, domestic violence surviors, etc.)? Describe

*Is the Period of Legally Enforceable Income Limitation for ERA2 Funded Rental Units at least 20 years?

--None--

*Is there a period of Legally Enforceable Income Limitation for any of the non-ERA2 funded rental units?

--None--

Figure 41: Affordable Rental Housing Project – Screenshot #6 of 6

Field	Description
*Does your organization verify that the Affordable Rental Housing Project serves very low-income families based on the ERA2 statutory requirements and ERA2 FAQ#46? The household income of occupants of units funded with ERA2 funds is limited to the maximum income applicable to very low-income families, as such term is defined in section 3(b) of the United States Housing Act of 1937 (42 U.S.C. 1427(b)); and such income limitation is imposed through a covenant, land use restriction agreement (LURA), or other enforceable legal requirement for a period of at least 20 years.	Per 2 CFR 200.330, ERA2 Recipients may be required to report on the status of real property acquired or improved with federal award funds on a government-wide form (SF-429) at the frequency set by the Federal awarding agency for the useful life of the property. Treasury will communicate the frequency of the report at a later date. As part of this requirement, ERA2 Recipients should maintain documentation demonstrating that real property acquired or improved for Affordable Rental Housing Projects with ERA2 funds meet the requirements of eligible "affordable rental housing purposes" as defined in FAQ 46. Yes/No question *(if you select "No" provide an explanation).*
*Is your ERA2 funded project a mixed-income affordable housing project?	Please indicate whether this Project is a mixed-income project. Yes/ No question ➔ *If "Yes" you will be prompted with a follow-up question: Are ERA2 funds only covering costs attributable to units for families with very low incomes*
Development partners (if any)	Use the text box to provide the names of all entities that are/will be collaborating with the ERA2 Recipient on this Affordable Rental Housing Project t as of the end of the period of performance.
*Are programs limited to specific populations (e.g., elderly, domestic violence survivors, etc.)?	If this Affordable Rental Housing Project is limited to specific tenant populations, please use the text box to list the populations as of the submission of the ERA2 Final Report.
*Is the Period of legally enforceable income limitation for ERA2 funded rental units at least 20 years?	Yes/No question ➔ *If "Yes," provide the term of the income limitation on the ERA2 funded Rental Units.* ➔ *If "No," explain why the limit for ERA2 funded units is < 20 years.*
*Is there a period of legally enforceable income limitations for any of the non-ERA2 funded rental units. (Yes/No).	Yes/No question ➔ *If "Yes," you will be prompted to provide the term for the income limitation for each non-ERA2 funding source(s) supporting the Project.* ➔ *If No," explain why an income limit for non-ERA2 funded units is not needed.*

Tips for Navigating Common Affordable Rental Housing Project Issues

- The required start date of the Affordable Rental Housing Project must be on or after October 1, 2022 (statutory requirement).

- Treasury recommends that Recipients provide information about what specific activities are funded through ERA2 award funds in the program description, in addition to how this funding fulfills a specific need within the community, supports “affordable rental housing purposes” as specified in FAQ 46, etc.

- The data reported on this ERA2 Final Report cumulatively cover the entire period of performance. Please provide an explanation if the amount reported as the “Total Cumulative Expenditure for this Project” on this ERA2 Final Report is less than the amount reported in the most recent quarterly compliance report.

- Through the *Expenditures Tab*, make sure to report administrative expenses for these projects by specifying the “Project” as the respective Affordable Rental Housing Project and the “expenditure type” as “administrative costs”.

- Make sure that the cumulative obligations and expenditures reported for each Affordable Rental Housing Project equal the cumulative obligations reported in the summation of obligations and obligations for that project as reported in the *Recipient Subaward, Contracts, and Direct Payments Tab* and the *Expenditures Tab*.

Eviction Prevention Project(s) – Add/Edit Project Information

The ERA2 statute[2] and the FAQ 46 provides ERA2 Recipients the flexibility to fund housing stability and eviction prevention activities *beyond the 10% statutory limit for housing stability services* set forth in the ERA2 statute[3] by establishing "Eviction Prevention Project(s)." Treasury defines eligible Eviction Prevention Project services in same manner as "housing stability services" under FAQ 23, and ERA2 Recipients may utilize this flexibility *if they have met certain conditions outlined at FAQ 46* (e.g. ERA2 award funds slated for Eviction Prevention Project must serve very low-income families, etc.). All ERA2 Recipients that initiated one or more ERA2 Eviction Prevention Project(s) that use the flexibilities afforded by FAQ 46 within the ERA2 award period of performance must create a record for each Project on the *Project Overview Tab*. The Recipient must create separate records for each ERA2 Eviction Prevention Project it initiates.

The following describes the process for creating records for your ERA2 Eviction Prevention Project using Treasury's Portal.

Likely, the ERA2 Recipient created records for its ERA2 Eviction Prevention Project(s) on a previously submitted ERA2 quarterly report. If that is the case in your situation, please review the previously reported cumulative data and provide updates or make corrections as needed to ensure the record shown on the ERA2 Final Report screen provides complete and accurate information as of the end of the ERA2 award period of performance for each of your ERA2 Eviction Prevention Projects.

Helpful Resource:

Tips on Reporting on Housing Stability Services and Eviction Prevention Projects (p. 24)

You may edit an existing ERA2 Eviction Prevention Project by clicking on the Project Status button. To set up a new ERA2 Eviction Prevention Project:

1. Click the "Add Project" button on the top left section of the "My Projects" dashboard as shown in Figure 42.

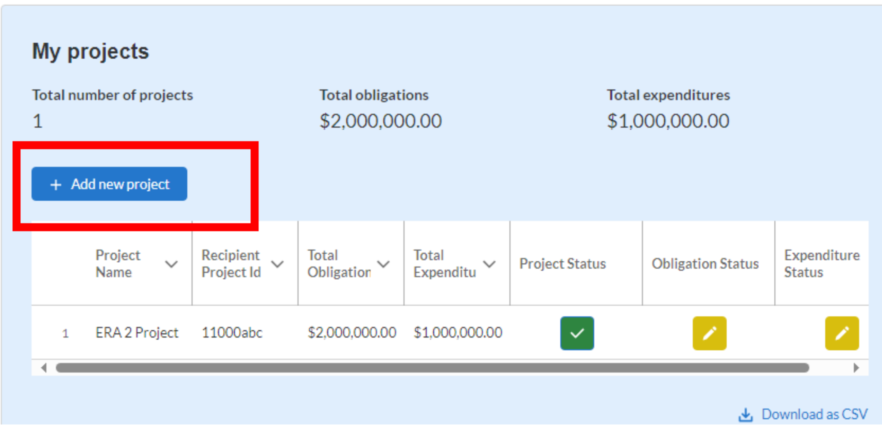


Figure 42 – Add New Project Button

[2] At 15 U.S.C.§ 9058c(d)(1)(D)
[3] At 15 U.S.C.§ 9058c(d)(1)(B)

Clicking on the "Add Project" button will display the "Add Project" pop-up screen as shown in Figure 42.

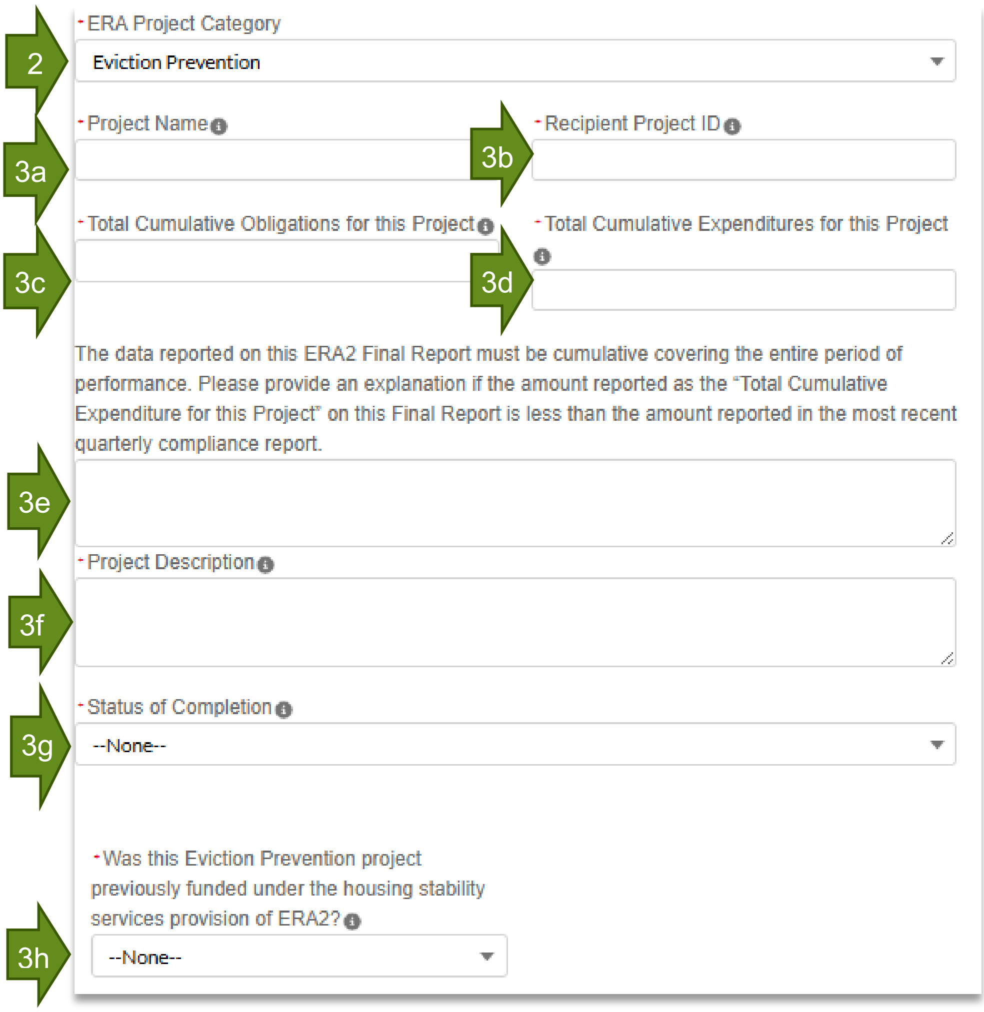


Figure 43 – Eviction Prevention Project (first half of pop-up window)

2. The field at the top of the "Add Project" pop-up screen is the "*ERA Project Category*" field, which is a dropdown list. Users should *select "Eviction Prevention"* from the dropdown list.

3. Provide the following information about your ERA2 Eviction Prevention Project(s) as of the end of the entire period of performance

    a. **Project Name.** Input or Review and Confirm that the name of the ERA2 Eviction Prevention Project is correct.

    b. **Recipient Project ID**. Choose/input or review/confirm the Project ID. Make certain the Project ID for the Recipient's ERA2 Eviction Prevention Project is unique to the specific Project (different from other ERA1 & ERA2 Project IDs).

    c. **Total Cumulative Obligations for this Project**. Enter or review and confirm the total dollar value of obligations made by the Recipient under this ERA2 Eviction Prevention Project as of the end of the ERA2 award period of performance.

d. **Total Cumulative Expenditures for this Project**. Enter or review and confirm the total dollar value of expenditures for this ERA2 Eviction Prevention Project over the entire period of performance.

e. **Explanation of Reduction in Cumulative Data**. The data reported on this ERA2 Final Report must be cumulative covering the entire period of performance. Please provide an explanation if the amount reported as the “Total Cumulative Expenditure for this Project” on this ERA2 Final Report is less than the amount reported in the most recently submitted quarterly compliance report.

f. **Eviction Prevention Project Description**. Provide a brief description of this ERA2 Eviction Prevention Project as of the end of the period of performance (minimum of 300 words and maximum of 500 words). Please describe how this funding fulfills a specific need within the community, supports broader eviction prevention and housing stability initiatives as specified in FAQ 46, integrates with other program resources and/or funds to provide services, and so forth. The text box can be enlarged to accommodate several sentences if needed.

g. **Status of Completion**. Select the most accurate status descriptor for this ERA2 Eviction Prevention Project as of the end of the period of performance. The options are:
    i. Not Started,
    ii. Completed Less than 50%.
    iii. Completed 50% or More.
    iv. Completed.
    v. Cancelled.

h. **Was this ERA2 Eviction Prevention Project an existing program previously funded under the housing stability services provision of the ERA2 award?** Select from the dropdown list. The selection options are: Yes; No.

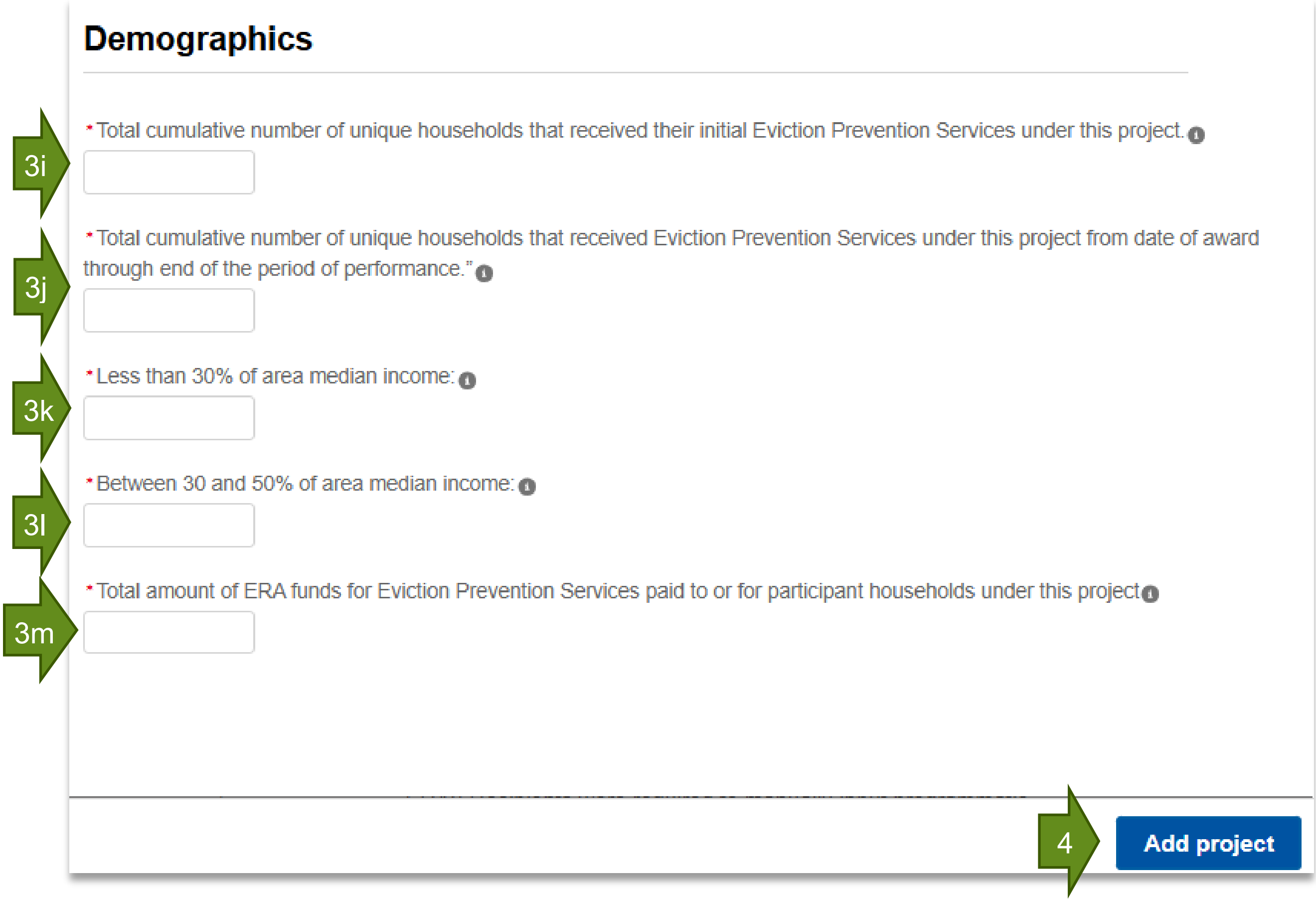


Figure 44 – Eviction Prevention Project: Demographics – (second half of pop-up window)

i. **Total Cumulative Number of unique households that received their initial eviction prevention services under this Project.** Please enter the total number of unique households that received their first eviction prevention services under this ERA2 Eviction Prevention Project since submission of the most recent quarterly compliance report. In determining the total number of unique households receiving this assistance, count a household only once, even if the household received the services more than once during the period of performance.

j. **Total Cumulative Number of unique households that received eviction prevention services under this Project over the entire period of performance.** Enter the cumulative number of households that received any amount of eviction prevention services under this ERA2 Project over the entire period of performance. In determining the cumulative total, count each household only once, even if the household received services more than once.

k. **Less than 30% of area median income**. Enter the cumulative number of households with household incomes less than 30% of area median income that received any amount of eviction prevention services under this ERA2 Project over the entire period of performance. In determining the cumulative total, count each household only once, even if the household received services more than once (see Figure 44).

l. **Between 30 and 50% of area median income**. Enter the cumulative number of households with household incomes between 30% and 50% of area median income that received any amount of eviction prevention services under this ERA2 Project over the entire period of performance. In determining the cumulative total, count each household only once, even if the household received services more than once.

m. **Total cumulative amount of ERA2 funds allocated for eviction prevention services that were paid to or for participant households under this Project over the entire period of performance**. Enter the cumulative total amount of ERA2 funds the Recipient and/or its subrecipients and contractors, as applicable, expended (paid) to participant households under this ERA2 Eviction Prevention Project over the entire period of performance.

4. Once you have provided all required information on the screen, click the **"Add Project"** button at the bottom right of the screen.

Introduction to "Payments Reporting" (Sections V-VII)

In addition to reporting summary financials related to your Projects, you will be required to report information on all obligations and expenditures made with ERA2 funds, categorized by Project, contract/award type, and expenditure category.

To report these obligations and expenditures, you will use the following tabs (see Figure 45):

A. *Subrecipient, Contractors, and Beneficiaries Tab:* to report "entity profiles"

B. *Recipient Subawards, Contracts, and Direct Payments Tab:* to report Obligations connected to "Entity Profiles" (especially over $30K)

C. *Expenditures Tab:* to report all expenditures and any additional obligations not reported in B.

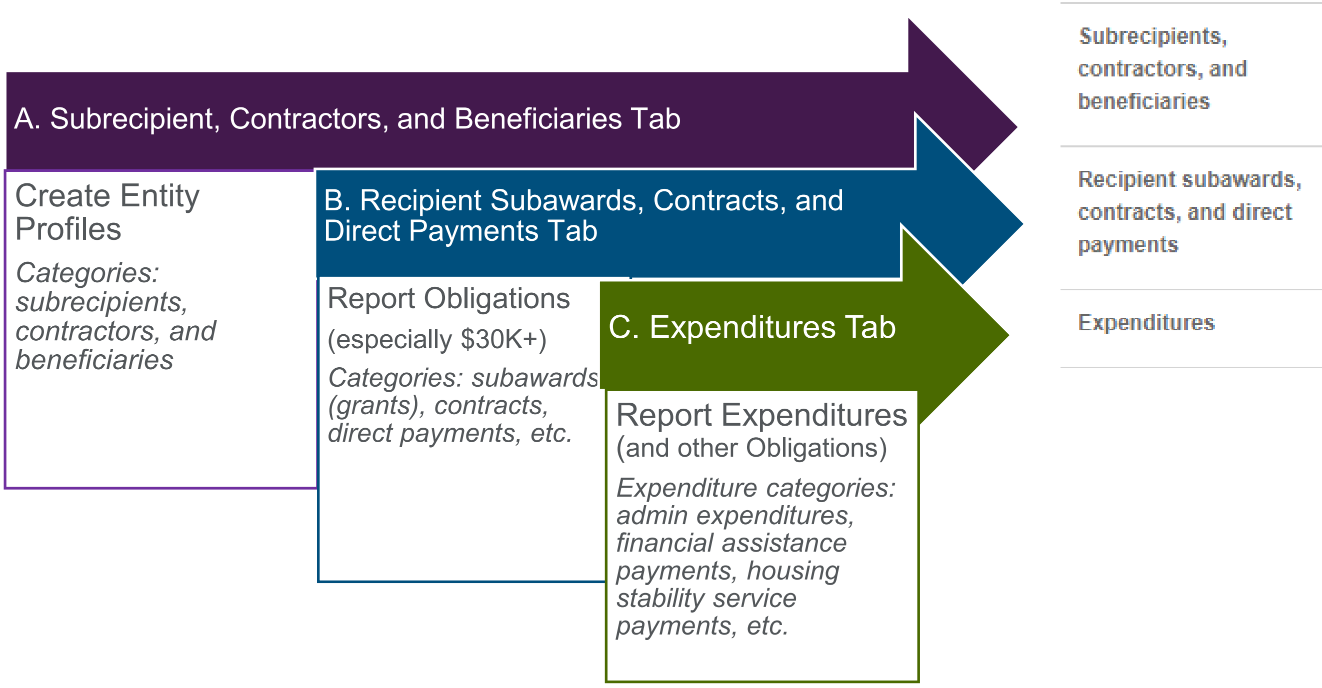


Figure 45: "Payments Reporting Tabs" – Mapping Key Features

When you make updates to expenditures and obligations in the ERA2 Final Report, you may need to make updates across several tabs. Data reported across tabs are connected through "key identifier fields."

Tip: To support managing updating payment information across various tabs, it can be helpful create an "Identification Data Key." See, for example, Figure 46.

Project overview

Subrecipients, contractors, and beneficiaries

Recipient subawards, contracts, and direct payments

Category	Project Identification Information		Subrecipient (Entity) Identification Information				Subaward Information Information	
Field	Project Name *(entered by portal user)*	Recipient Project ID/ Project_Identification_Number__c *(entered by portal user)*	Legal Name *(entered by portal user)*	Recipient_UEI__c *(entered by portal user)*	Recipient_EIN__c *(entered by portal user)*	Recepient ID *(autogenerated in system)*	Subaward Number/ Award_No__c *entered by portal user)*	Treasury Subaward ID *(autogenerated in system)*
Sample1	City ERA2 Project	CityERAP	City CBP Housing Services	AAA1BBBB2C33	123456789	RCP-010234	TestSubAward1	SUB-1234567
Sample2	Eviction Prevention – Extension Project	EPProj1	City CBP Housing Services	AAA1BBBB2C33	123456789	RCP-010234	TestSubAward2	SUB-1234568
Sample3	City's Affordable Housing Acquisition Initiative	CityAHP1	Great Buildings AH Developer	DDD4EEEE5F66	987654321	RCP-010235	TestSubaward3	SUB-1234569
Sample4	City ERA2 Project	CityERAP	Family Apartments, Inc	GGG7HHHH8I99	432198765	RCP-010236	TestSubaward4	SUB-1234570

Tab / Location	*Project Overview (click on checkmark)* Project Status	*Project Overview (click on checkmark)* Project Status	*Subrecipient... (click on eye)*	*Subrecipient... (click on eye or download)*	*Subrecipient... (click on eye or download)*	*Subrecipient... (Table or download)*	*Recipient subawards... (click on eye or download)*	*Recipient subawards... (click on eye)*

Figure 46 – Identification Data Key

Data collected by these tabs support analysis by expenditure category; all expenditures reported should equal all expenditures using ERA2 award funds (see Figure 47).

You should be able to use Payment Reporting to verify that:

- Your administrative expenditures fall below the 15% statutory limit across all your reported Projects.
- Your housing stability services under ERA2 Rental Assistance Projects fall below the 10% statutory limit (with any additional expenditures associated with housing stability services reported under "Eviction Prevention Projects."
- The total reported financial assistance aligns with the financial assistance reported in the Participant Household Payment Data Files (PHPDF).

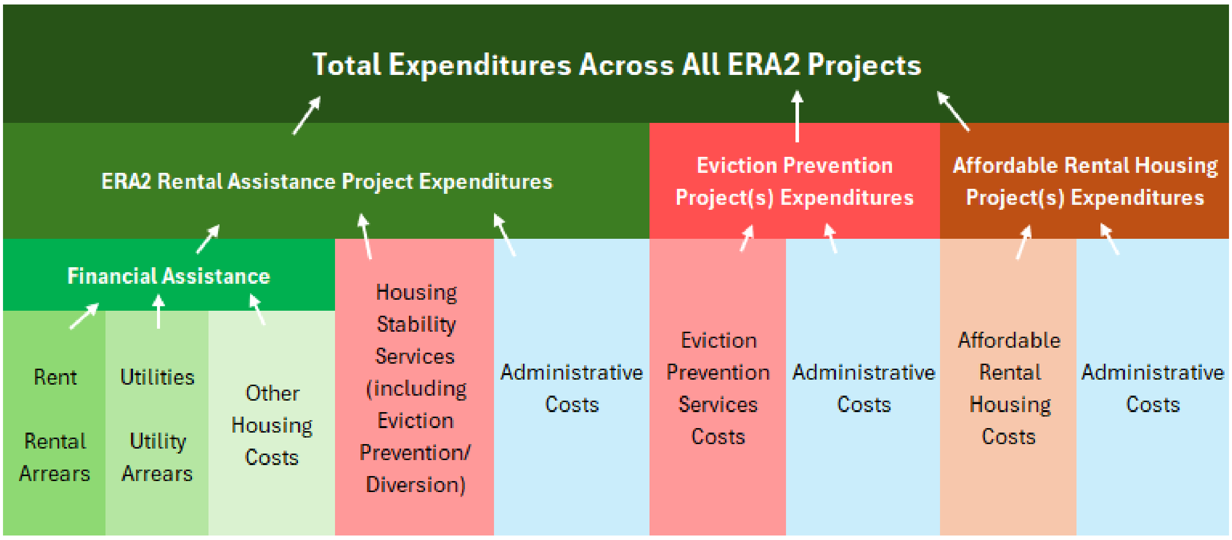


Figure 47: Likely Expenditures by Project

V. Subrecipients, Contractors, and Beneficiaries Tab

In this Tab, users create profile records and report details about all subrecipients, as well as about all contractors and beneficiaries to which the ERA2 Recipient had **obligated $30,000 or more** as of the end of the entire period of performance (excluding beneficiaries who are individual tenants or individual/small/unincorporated business landlords).

The Tab consists of two segments:

- Entering New Subrecipients, Contractors and Beneficiaries Information
- Update/Delete/Search/Download Subrecipients, Contractors, and Beneficiaries records

Determining whether to create a new Entity Profile

To determine whether to create a new Entity Profile in the *Subrecipient, Contractors, and Beneficiaries Tab* the Recipient must determine (1) what type of entity it is relative to the recipient, (2) whether the entity will have received $30K or more in cumulative obligations by the end of the period or performance, and (3) whether the entity is a nonprofit or an "incorporated" landlord or utility company (aka not considered a small business run by an individual) (See Figure 48).

If the entity is a subrecipient, they must have an entity profile. If they are a contractor or beneficiary that meets the obligation threshold and would be considered a "non-individual" beneficiary, they must have an Entity Profile in this Tab.

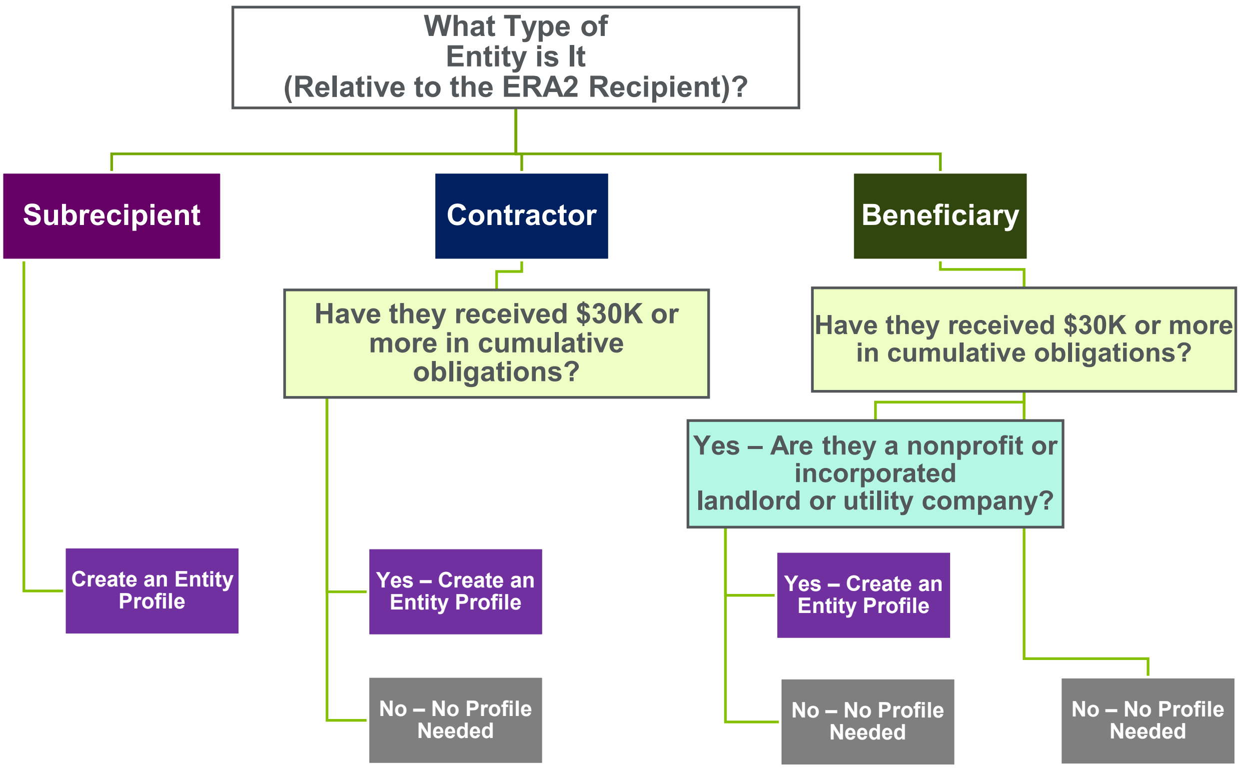


Figure 48 – Entity Profile Decision Tree

Entering New Subrecipients, Contractors, and Beneficiaries Information

You can enter the required information about entities who receive ERA2 obligations over $30,000 in the *Subrecipients, Contractors and Beneficiaries Tab* (Figure 49):

- manually input data about new entities (if any) that were established as a Subrecipient, Contractor or Beneficiary for the first time since the most recent quarterly compliance report
- use Template #1 for Bulk Upload instructions specific to this section, see **Appendix A – Bulk Upload Overview.**

Note: *you may edit an entity profile by clicking on the "**eye**" button in the second section on this Tab. **Subrecipients, contractors, and beneficiaries reported to date** (see Figure 49, green arrow and see instructions below).*

For the ERA2 Final Report, ***do not create new profiles for previously reported entities*** *(Subrecipients, Contractors or Beneficiaries).*

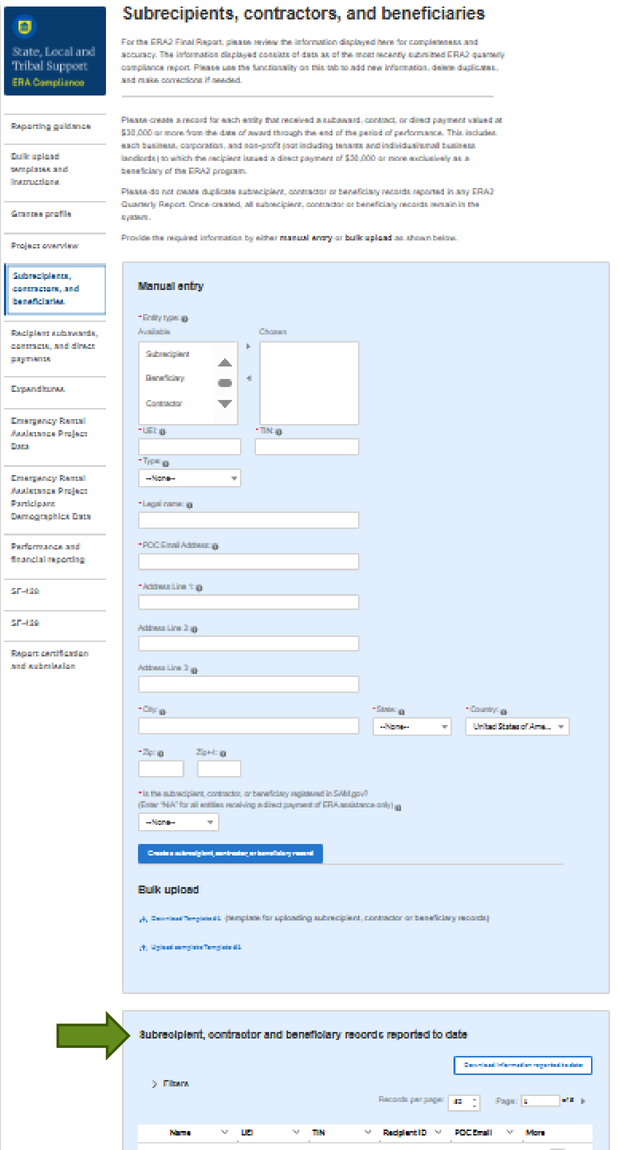


Figure 49 – Entering New Subrecipients, Contractors and Beneficiaries Information

> ***Note: To report obligations*** *in the* Recipient's Subawards, Contract, and Direct Payments Tab ***and related expenditures*** *in the* Expenditures Tab *(see below),* ***a profile for the entity must exist*** *in the* Subrecipients, Contractors, and Beneficiaries Tab.
>
> *This is true regardless of whether you are using the bulk file upload capability or manual entry.*

To manually input the profile records for a new Subrecipient, Contractors, or Beneficiary since the most recent quarterly compliance report:

1. Identify whether the new entity is a subrecipient, contractor, and/or beneficiary in the **Entity Type** box. *Select all that apply*; *multiple selections allowed* (see Figure 50).

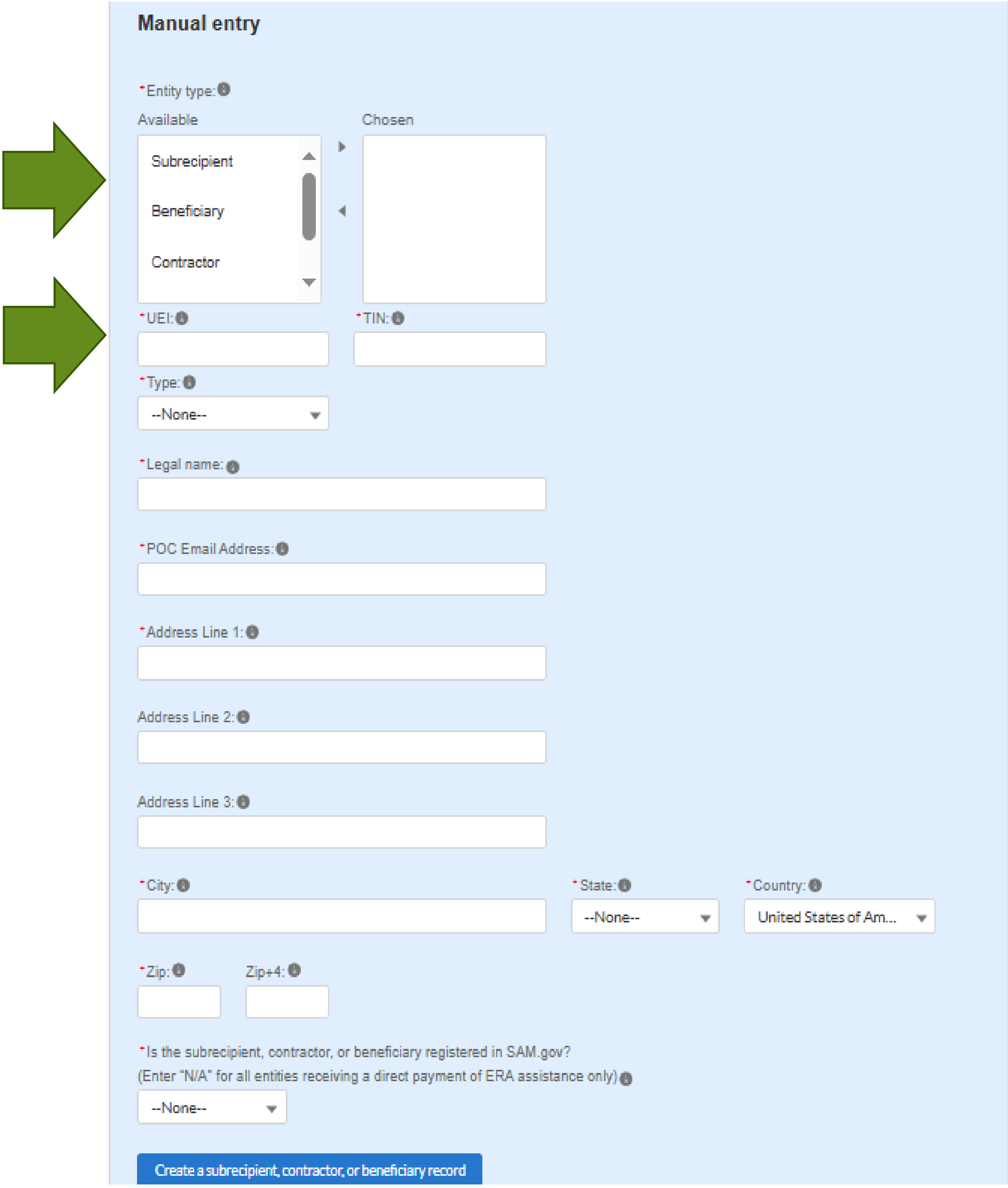


Figure 50 – Manual Entry- Subrecipients, Contractors, or Beneficiaries

2. For all new records, *all starred information is required.* The records for all **subrecipients and contractors must include the entity's UEI number**. Beneficiary records must include the UEI or TIN.

3. As the user enters information about each new Subrecipient, Contractor, and Beneficiary, the list at the bottom of the page will populate with key information for each entity. (Subrecipient, Contractor, and Beneficiary information entered in past quarterly reports is displayed in the "Subrecipient, contractor, and beneficiary records reported to date" section in this Tab (see Figure 51). **Please do not create duplicate records.**

4. After the user submits a new Subrecipient, Contractor, and Beneficiary profile record, the user should click the **Next** button to advance to the next module.

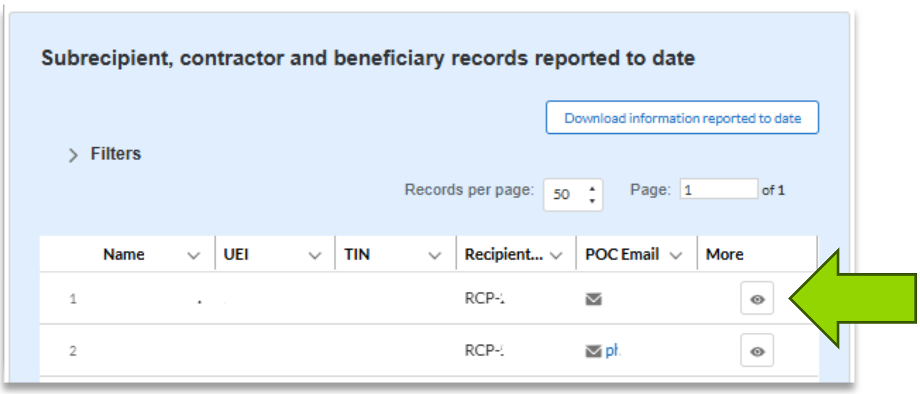


Figure 51 – Subrecipient Record

Update/Delete/Search/Download Subrecipients, Contractors, and Beneficiaries records

Users can update (but not delete) past Subrecipient, Contractor or Beneficiary records as part of their ERA2 Final Report.

If the user creates a Subrecipient, Contractor, or Beneficiary record for the first time on the ERA2 Final Report, but later determines it created the record in error, the user will be able to delete the entire record before submitting the ERA2 Final Report by using the **Delete Subrecipient** button.

To update a record that was created on the ERA2 Final Report prior to submitting the report, users can:

1) Identify the record from the on-screen list of subrecipient records (see Figure 51).

2) Click the corresponding **"eye" symbol** button to open the pop-up window that displays the record details, then edit any of the fields shown on screen (see Figure 51).

3) Once the revisions have been made use the **Save Subrecipient** button to update and save the revised data. ***Caution: updating the entity's name may result in a duplicative record, which may create issues with obligation and expenditure reporting. Take care to verify that updates align with obligation and expenditure records.***

VI. Recipient's Subawards, Contracts, and Direct Payments Tab

On this Tab (see Figure 52), users enter required information about all the Recipient's ERA2 obligations which are valued at **$30,000 or more** in the form of subawards, contracts, and direct payments (other than beneficiaries who are individual tenants or individual/small/unincorporated business landlords). In the ERA2 Final Report, you should submit any new obligations that were made since your submission of the most recent ERA2 quarterly compliance report. You can also correct errors or make updates to records of past obligations (e.g. in the case that you need to liquidate previously reported obligations that were not expended).

There are two methods for ERA2 Recipients to provide required information about new subawards, contracts, and direct payments on this Tab:

- manual entry; or
- bulk upload functions; (see Appendix A – Bulk Upload Overview).

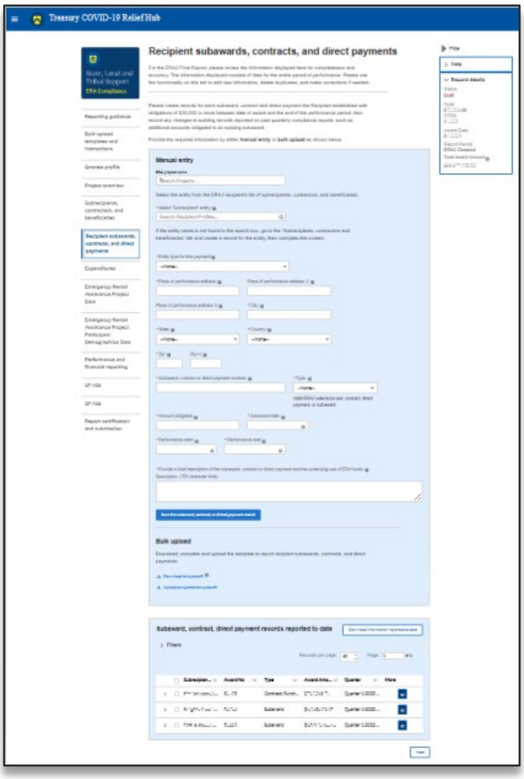


Figure 52 – Recipient's Subawards, Contracts and Direct Payments Tab

Manual Entry Instructions

Users that choose to manually enter obligation records, please follow the instructions below.

1. Enter the **Project Name** (see "My Projects" in the Project Overview Tab to identify the names for each Project)

2. Pick the name of the subrecipient, contractor, or beneficiary in the **Select "Subrecipient" Entity** box (see Figure 53) and click on the desired entity. The Portal will allow you to pick the entity name from among the records you have created on the Subrecipient, Contractor, or beneficiary tab. The record you are creating in this Tab will connect the obligation for a subaward (e.g., grant), contract, or direct payment to the appropriate entity profile. The Portal will allow you to pick the entity name from among the records you created on the Subrecipient, contactor, and beneficiary tab.

Tip: *If the entity name is not found in the search box, go to the* Subrecipients, Contractors, and Beneficiaries Tab*, create a record for the entity. Once you have a profile for the entity, you can complete the information on this screen.*

3. Enter the **Entity type for this payment:** Select whether the entity is a subrecipient, contractor, or beneficiary *related to this obligation.* The portal allows only one selection for this field.

4. Enter the **Place of Performance Address**, **City**, **State**, **Zip**, **Zip+4**, and **Country:** Enter the address information specific to this obligation.

5. Enter the **Subaward, Contract, or Direct Payment Number:** Enter letters and numbers to create a unique identifier for this obligation and to match your records. *Note: this is a key identifier for updates to obligations and expenditures using the bulk upload functions.*

6. **Type:** Enter the type of agreement that supports the obligation. Options include various types of contracts, grants (which may be selected for subawards), direct payments (e.g. larger obligations to incorporated landlords), and other financial agreements.

7. **Amount Obligated & Subaward Date:** Enter the dollar amount and the date you obligated the ERA2 award funds.

8. **Performance Start /End:** Enter the start and end date of the agreement with the entity

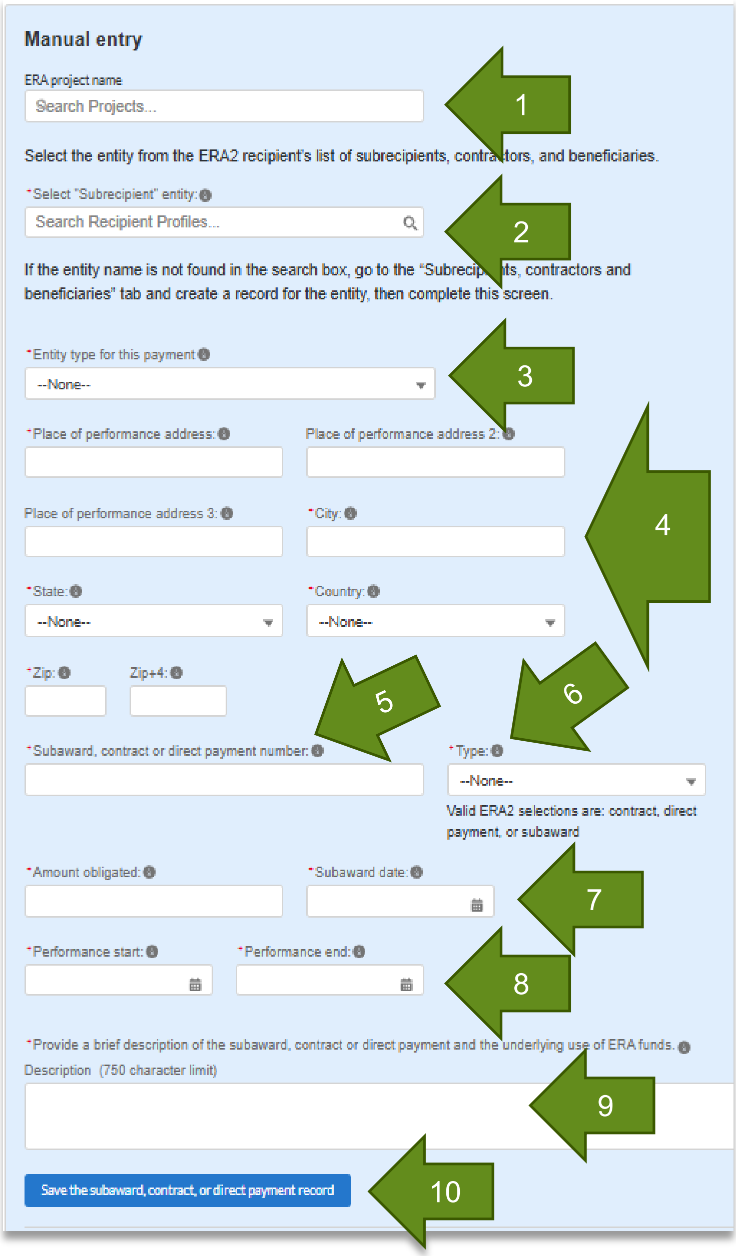


Figure 53 – Recipient's Subawards, Contracts and Direct Payments Fields

9. Use the **Description** textbox to provide a brief description of the eligible ERA2 purpose(s) which is covered by the Subaward, Contract, or Direct Payment.

10. Click "**Save the Subaward, Contract, or Direct Payment Record"** to establish the Subaward record.

11. Repeat Steps 1 through 3 to create additional Subaward, Contract, or Direct Payment records. *Note: A list of the ERA2 Recipient's Subawards, Contracts, and Direct Payments will be displayed below the "My Subawards, Contracts, and Direct Payments" title at the bottom of the page (see Figure 52).*

12. When finished, click the Next button to advance to the *Expenditures Tab*.

Search and Download Subaward, Contract, and Direct Payment records

Use the **search box** shown in Figure 54 to search for specific subrecipient, contractor, or beneficiary records.

Users can use the **Download information reported to date** button to download your record as an Excel file that lists your subrecipient, contractor and beneficiary records. Users can then use that downloaded information to perform offline review and verification on the previously submitted information. Use this process to identify any records that require updates. Users can also use this process to download past and current quarter data for recordkeeping.

Alternatively, users can use the **"eye" symbol** in Figure 54 to view subaward, contract and direct payment records online. Figure 55 displays a view of the information that will be shown on-screen when clicking the **"eye" symbol**.

To help find specific records, users may filter by award number, award amount, quarter, or subrecipient name.

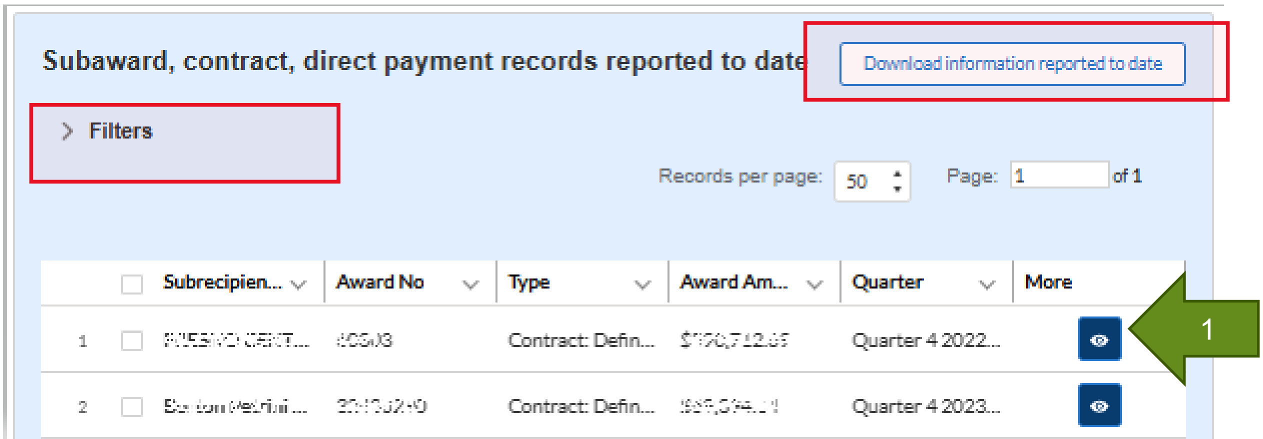


Figure 54 – My Subawards, Contracts, Direct Payments

Update/revise Subaward, Contract, and Direct Payment record

1. Click on the **"eye" symbol** (see Figure 54, green arrow). The "Subaward" pop-up screen will appear on the screen.

2. Update and Revise subaward, contract and direct payments records by editing any of the fields shown on the "Subaward" pop-up screen (see Figure 55). Grayed out fields cannot be updated/changed. Fields that cannot be edited include the ERA2 Project name, the Subaward Number; and the Treasury Subaward ID.

   *Note: The **Delete Subrecipient** button is not available in the ERA2 Final Report for any records originally submitted in prior quarterly compliance reports. While subawards cannot be deleted, **much information about a Subaward can be revised (including zeroing out ($0.00) the Subaward amount)**. Do not leave numerical fields you intend to "zero" blank; add the number zero "0" to the numerical field.*

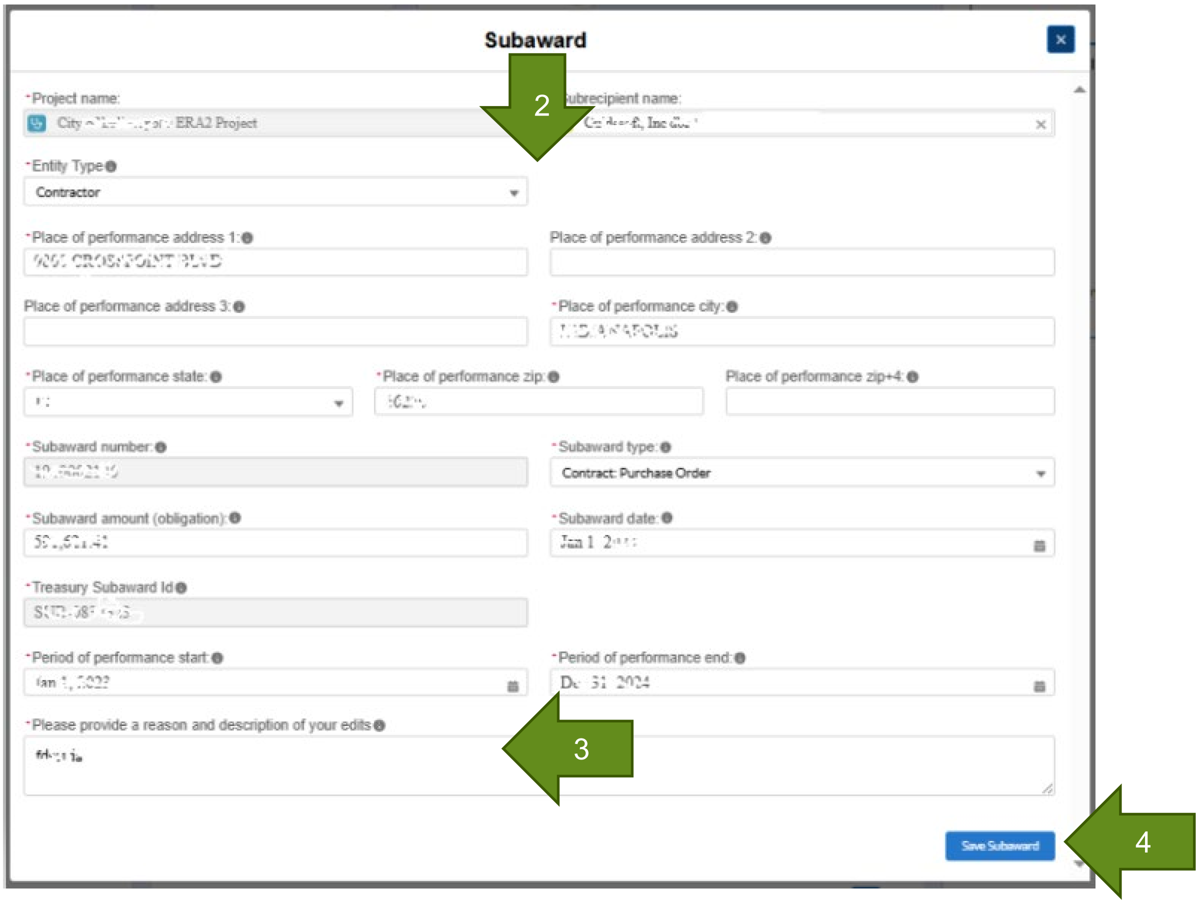


Figure 55 – Subaward, Contract, and Direct Payment Record

3. Use the narrative box to add notes describing the changes made to the record before saving.

4. Click the **Save Subaward** button.

VII. Expenditures Tab

For the ERA2 Final Report, ERA2 Recipients can use this Tab to report all expenditures made since submitting the most recent quarterly compliance report (as well as obligations to entities with obligations less than $30,000). You can also adjust records of past expenditures and obligations, where applicable (e.g. for liquidating unobligated funds where obligations were less than $30,000, reporting returned expended funds, etc.).

Expenditures Tab reporting is categorized into three sections:

1) Expenditures Associated with the ERA2 Recipient's Subawards, as well as Contracts and Direct Payments for which the Recipient had **obligated $30,000 or more** (excluding beneficiaries who are individual tenants or sole proprietorship/small business/unincorporated landlords)

2) Total of all Obligations and Total of all Expenditures Associated with the ERA2 Recipient's Subawards, Contracts and Direct Payments for which the ERA2 Recipient **has obligated Less than $30,000**; and

3) Total of all Obligations and Total of all Expenditures (Payments) to Individuals (totaling all payments to beneficiaries who are individual tenants or individual/small/ unincorporated business landlords)).

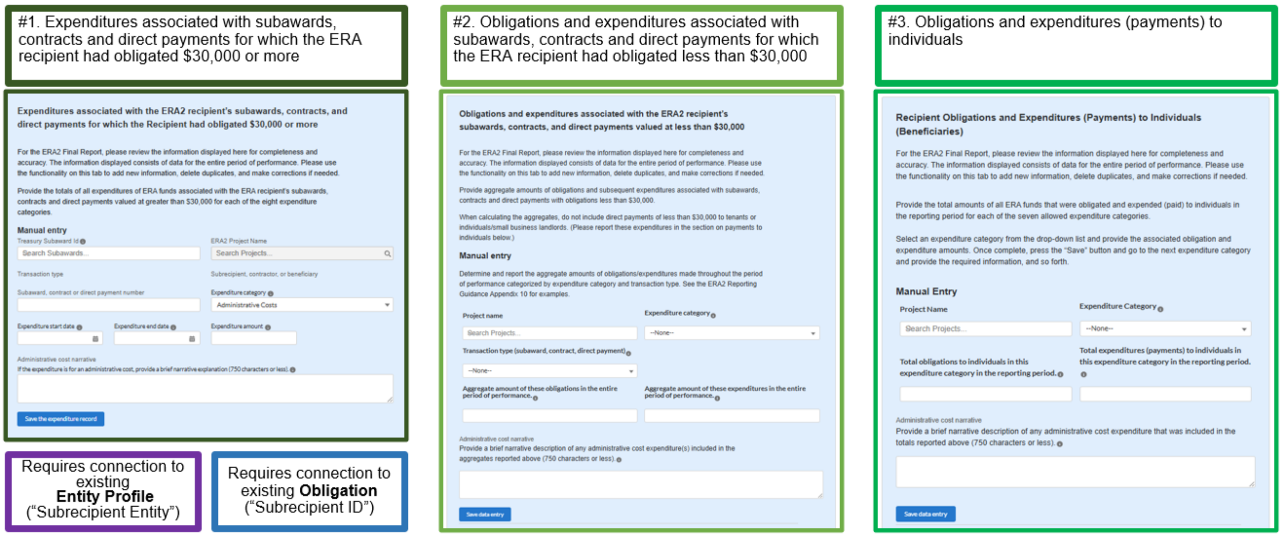


Figure 56 – Expenditures Tab has Three Sections of the Expenditures Tab

ERA2 Recipients may provide required information about Expenditures in this Tab through:

- manual entry.
- the bulk upload functions (see Appendix A – Bulk Upload Overview)

Tip: *ERA2 Recipients should also report their own administrative costs via the Expenditures Tab. See Reporting the ERA2 Recipient's Administrative Expenses section.*

#1 (Top): Expenditures to entities with obligations valued at $30,000 or more

In this section, report all expenditures made to entities with obligations valued at $30,000 or more (excluding beneficiaries who are individual tenants or individual/small/unincorporated business landlords). **These records need to match with the appropriate reported obligation and entity type in the other "payment tabs."**

Use this section to also report the ERA2 Recipient's administrative expenses by creating a "Subrecipient" or "Contractor" record for itself to record and track administrative expenses (see "Reporting Recipient's Administrative Cost" instructions below).

To report expenditures associated with subawards, contracts, and direct payments:

1. Select the **Treasury Subaward ID** for the Subrecipient, Contractor, or Direct Payee from the dropdown list (see Figure 57). The number is in the "SUB-XXXX" format.

   Note: *The Portal autogenerates a Treasury Subaward ID when you set-up records for the entity on the* Subrecipients, Contractors, and Beneficiaries Tab*. You can find the matching Treasury Subaward ID number by going to the corresponding record and clicking on the "eye" button. Selecting the Treasury Subaward ID number will trigger the Portal to populate several required fields on-screen.*

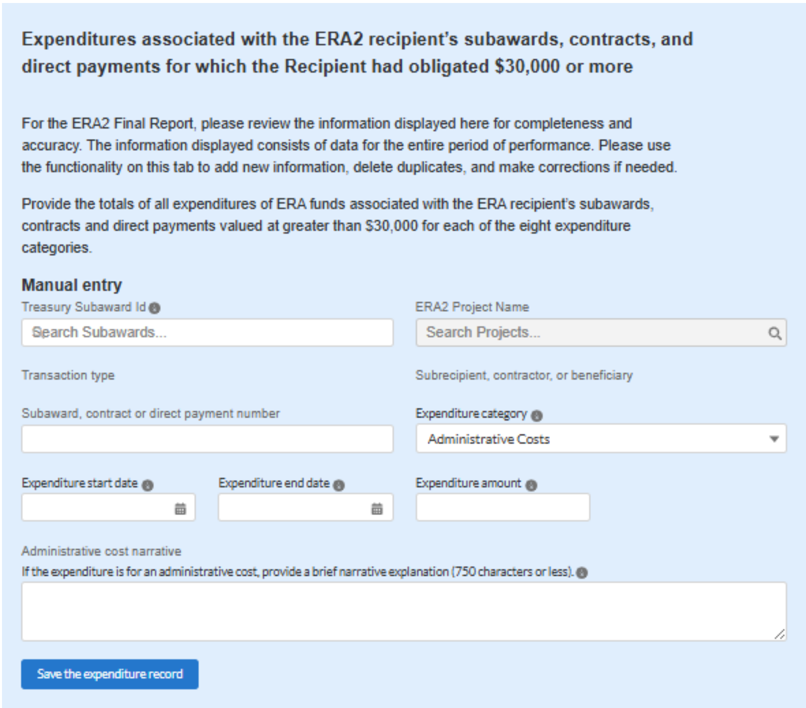


Figure 57 – Manual entry for Expenditures associated with the ERA2 Recipient's subawards, contracts, and direct payments for which the Recipient had obligated $30,000 or more

2. Verify/select the **ERA2 Project Name** from the dropdown list.

   Note: the default Project is the ERA2 Recipient's Emergency Rental Assistance Project. If the Recipient has established one or more ERA2 Affordable Rental Housing Project(s) or ERA2 Eviction Prevention Project(s) (the establishment of a Project is accomplished on the Project Overview Tab), *those Projects will appear on the Project drop-down list as* *well. Users should take care to associate each expenditure with the correct ERA2 Project.*

3. Select the associated ERA **Expenditure Category** from the drop-down picklist. There is a text box to provide a narrative with details on any Administrative Costs.

4. Enter the **Expenditure Start Date**, **Expenditure End Date**, and **Expenditure Amount**.

5. Click the **Save Expenditure Records** button at the lower left corner of the display to submit the expenditure record. The submitted information will appear in an on-screen "Records" list immediately below the section (see Figure 58).

6. Repeat Steps 1 through 5 to report additional expenditures.

   *Note: **Total expenditures of this type reported to date** also automatically populates.*

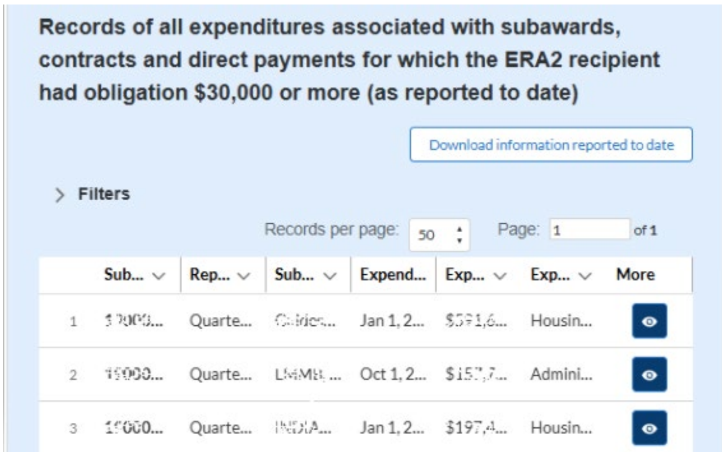


Figure 58 – Total Expenditure Amount and Records associated with obligations of $30,000 or more

7. Proceed to the next segment once all expenditures are reported.

*Tip: Reporting the ERA2 Recipient's **Administrative Expenditures***

In cases where an ERA2 Recipient incurs administrative expenses, Recipients should also use this section to report those expenditures.

1. Create a "Subrecipient" or "Contractor" record for itself to record and track administrative expenses in the *Subrecipient, Contractor, and Beneficiaries Tab.*

2. Use the *Recipients, Contractors, and Beneficiaries Tab* to create "subaward" or "contract" records to obligate ERA2 funds for administrative expense.

3. Use the *Expenditures Tab* to report incurred expenditures.

   a. **Select the ERA2 Project Name**
   Note: Remember, the ERA2 Recipient may have multiple Projects including the Emergency Rental Assistance Project, one or more Affordable Rental Housing Project(s) and one or more Eviction Prevention Project(s).

   b. Leave the **Subaward, Contract, Direct Payment number** field blank.

   c. The **Expenditures Category** field is pre-selected to "Administrative Costs." Verify that this is the case and update the expenditure category if necessary.

   d. Enter the **Expenditure Start Date**, **End Date**, **Expenditure Amount**.

e. Use the **Administrative Cost Narrative** field to provide a supporting narrative.

f. Click **Save the expenditure record**

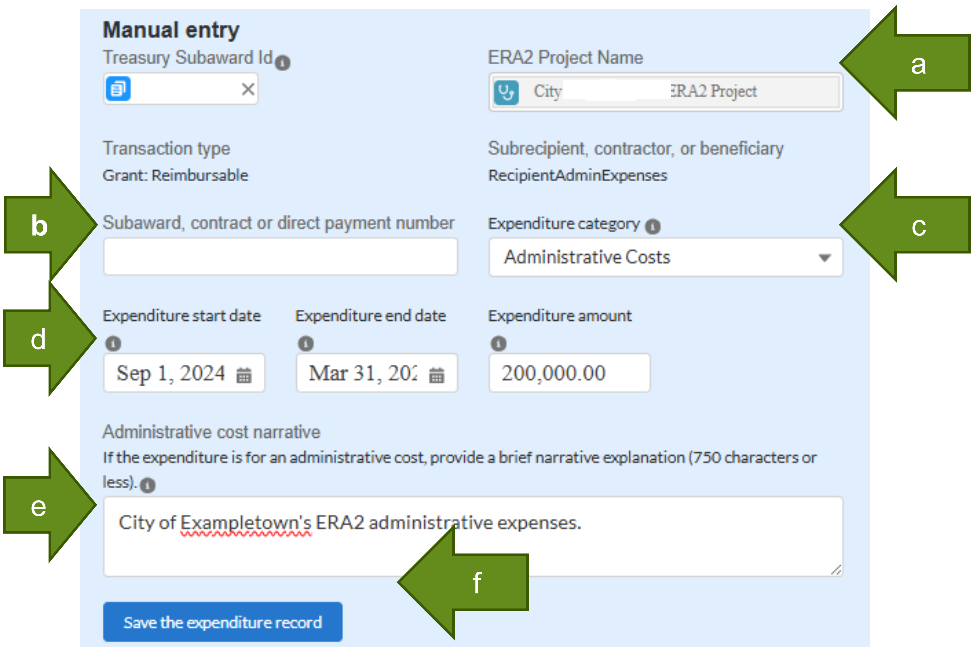


Figure 59 – Reporting Recipient Administrative Expenditures

#2 (Middle): Obligations and Expenditures to Non-Individuals valued at less than $30,000

For each Project, provide aggregate amounts of obligations and subsequent expenditures associated with subawards, contracts and direct payments with obligations less than $30,000 by each expenditure category (as appropriate). This should generally exclude payments to tenants or landlords.

Depending on the obligations and expenditures needed to complete the ERA2 Final Report, *Steps 1- 5 may need to be repeated many times* (across 3 potential ERA2 Project types, nine potential Expenditure Category types, and three Aggregate Payment types) (see Figure 60):

1. Select the **Project Name**. *Note: Remember, the ERA2 Recipient may have multiple Projects including the Emergency Rental Assistance Project, one or more Affordable Rental Housing Project(s) and one or more Eviction Prevention Project(s).*

2. Select the associated **Expenditure Category** from the drop-down picklist (for example "Administrative Expense" or "Housing Stability Service (Including Eviction Prevention/ Diversion)")

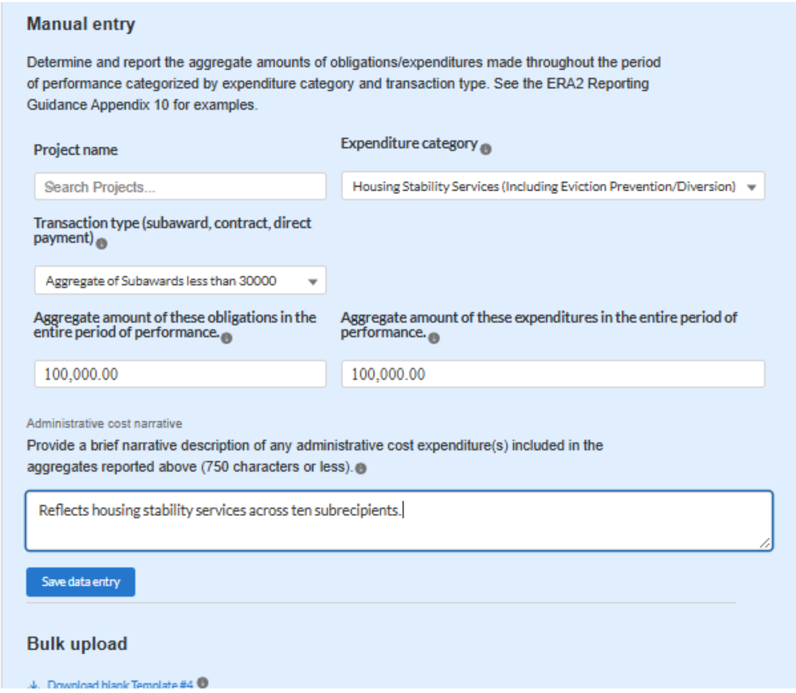


Figure 60 – Manual Entry - Total Expenditure Amount and Records associated with obligations of $30,000 or less

3. Select the **Transaction Type** from the following drop-down picklist:
   a. Aggregate Contracts Awarded for less than $30,000
   b. Aggregate of Direct Payments for less than $30,000
   c. Aggregate of Subawards less than $30,000

4. Enter the **Aggregate amount of these Obligations** and **Aggregate amount of these Expenditures over the Entire Period of Performance.** Users may enter "0" (zero) where appropriate.

5. Click the **Save Data Entry** button to submit the record.

6. Treasury's Portal will display an on-screen summary of the reported obligations and expenditures in tabular format. *Note: Please see Appendix B for a sample of the table. The sample may be particularly helpful for Recipients who manually key-in these data points.*

7. Cumulative Obligations and Expenditures in this category from award date through the end of the period of performance will be displayed (based on the sum of all records reported in

this section). These fields are automatically calculated and displayed in the middle of the subsection (see Figure 61).

8. Proceed to the next segment of the *Expenditures Tab* once all obligations and expenditures made in the quarter are reported.

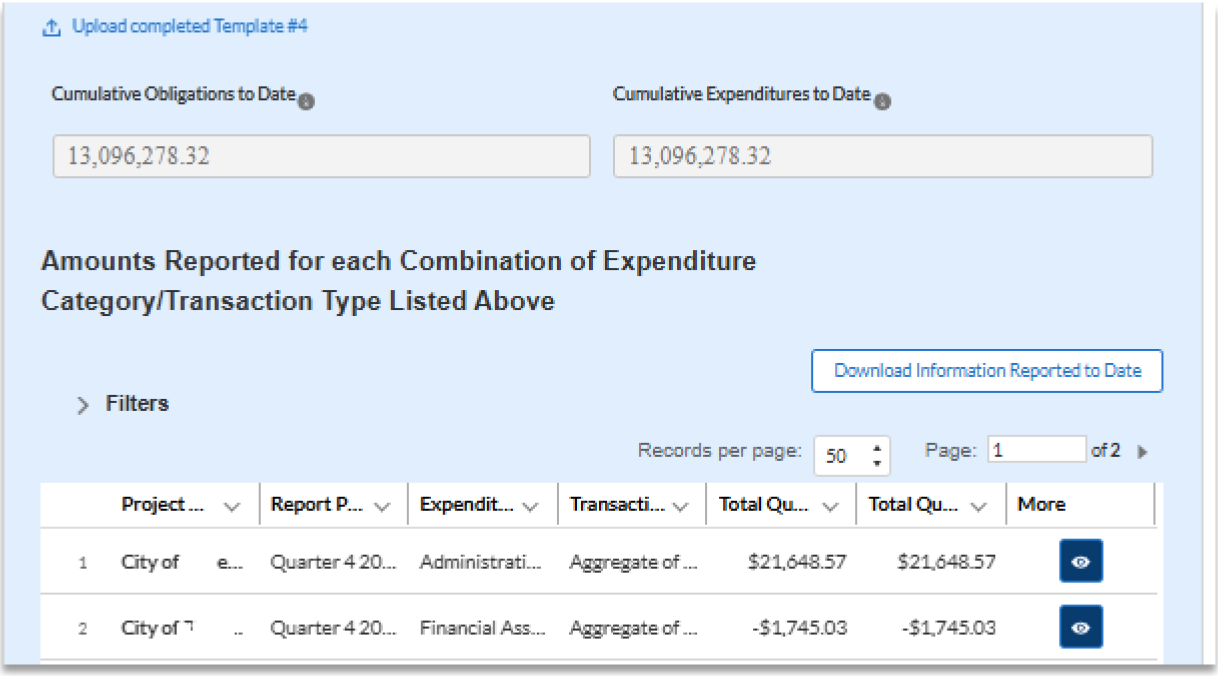


Figure 61 – Display of Cumulative Amounts Obligated and Expended (Associated with Obligations of Less than $30,000)

#3 (Bottom): Obligations and Expenditures (Payments) to Individuals

In this section, you report all obligations and expenditures to beneficiaries who are individual tenants or landlords that did not meet the criteria for creating a Beneficiaries Profile and reporting obligations over $30,000.

Under the “Manual Entry” section of “Recipient Obligations and Expenditures (Payments) to Individuals (Beneficiaries)” (see Figure 62):

1. Enter the **Total Amount Expended** and **Total Amount Obligated** for payments to individuals over the entire period of performance (see Figure 62).

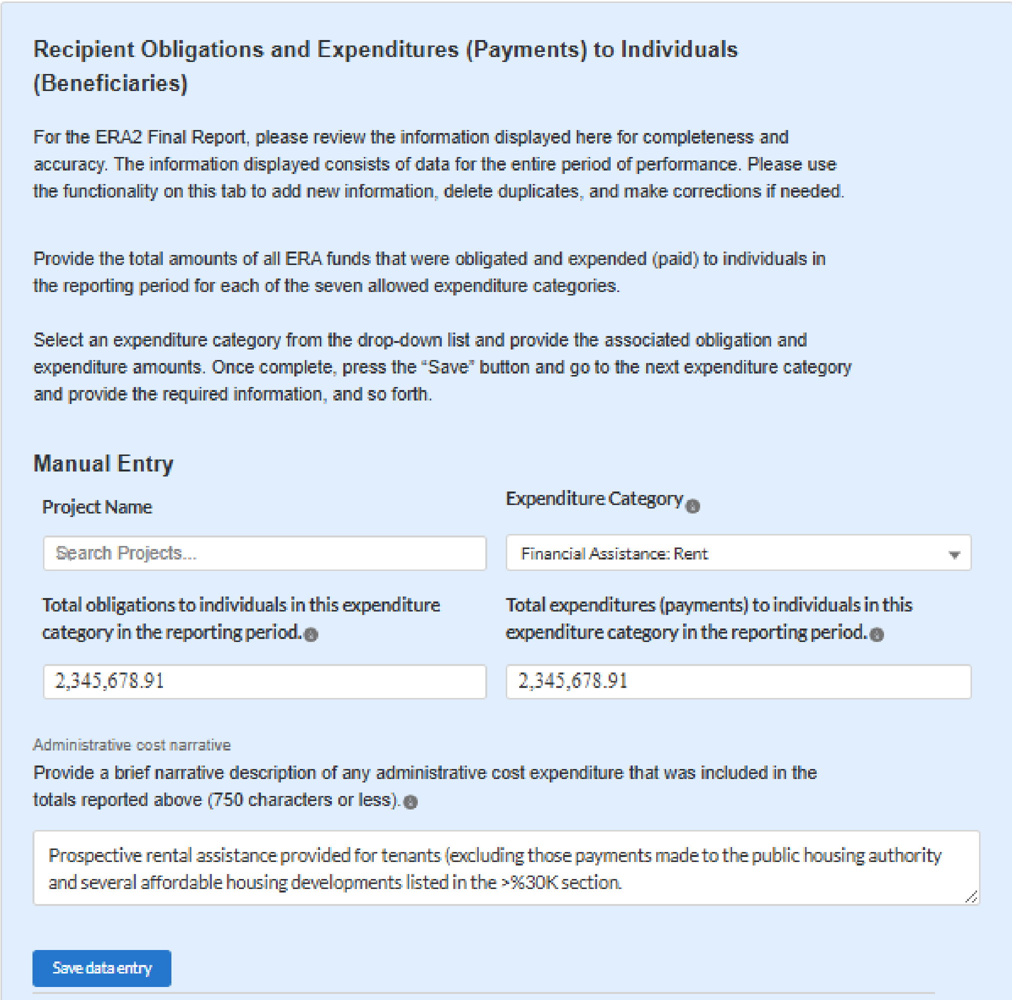


Figure 62 – Manual Entry - Recipient Obligations and Expenditures (Payments) to Individuals (Beneficiaries)

2. Select the relevant ERA2 Project from the **Project Name** drop-down list.
   Note: Remember, the ERA2 Recipient may have multiple Projects including the Emergency Rental Assistance Project, one or more Affordable Rental Housing Project(s) and one or more Eviction Prevention Project(s)

3. Select the associated **Expenditure Category** from the drop-down picklist.

4. Click the **Save Data Entry** button located at the lower left of the screen to submit the record.

5. Depending on the obligations and expenditures needed to complete the ERA2 Final Report, Steps 1-5 will need to be repeated for each of the seven **Expenditure Category** types (as applicable).

6. Cumulative Expenditures and Cumulative Obligations displays the sum of all records reported in this section from award date through the completion of the ERA2 Final Report. These fields are automatically calculated and displayed at the bottom of the subsection (see Figure 63).

7. Treasury's Portal will display an on-screen summary of the reported quarterly obligations and quarterly expenditures to individuals in tabular format. Click on the **"eye" symbol** to see record details.

8. You may download the "List of aggregate amounts expended for payments to individuals (beneficiaries) by expenditure category of the ERA2 Project" by clicking on **Download Aggregate Amounts Expended as Reported to Date.** *Note: Please see Appendix C for a sample of the table. The sample may be particularly helpful for Recipients who enter these data points manually.*

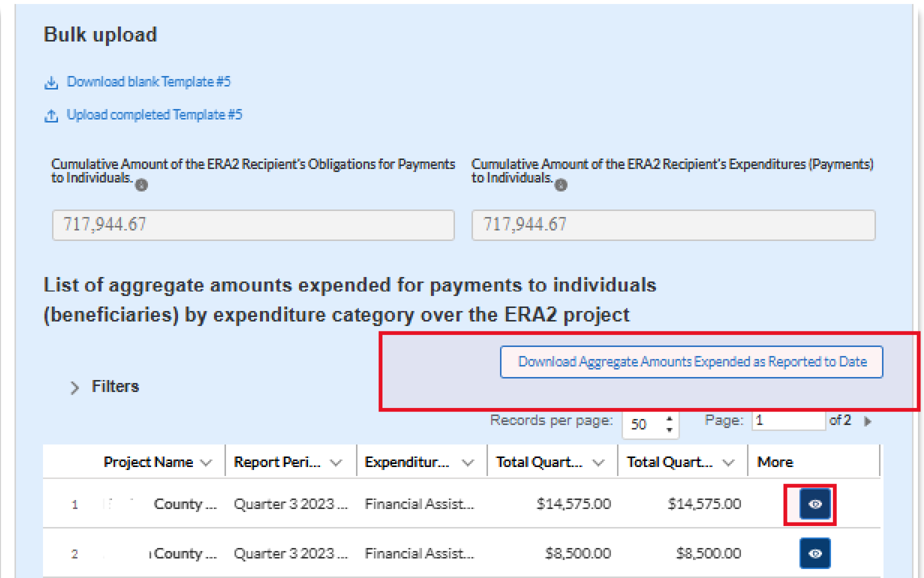


Figure 63 -- Display of Cumulative Amounts Obligated and Expended to Individuals

9. Click the *Next* button on the navigation bar to advance to the next section.

Updating/Deleting Expenditure Records

ERA2 Recipients can create expenditure records on the ERA2 Final Report for new expenditures made since the last quarterly compliance report. Those new records can be edited or deleted when developing its ERA2 Final Report. However, ERA2 Recipients **cannot update or delete expenditure records which they submitted on a previously submitted quarterly report**.

If you are updating a previously reported expenditure, you must add a **new record** to adjust the total amount (like a “ledger”; see Figure 64).

1. *If related to #1: Expenditures to entities with obligations over $30K - Enter* the “Treasury Subaward ID” associated with the obligation (the ERA2 Project Name and Subaward Number will auto-populate)
2. *For all sections* – Validate that the correct ERA2 Project name is entered.
3. Enter all other relevant information related to the previously reported expenditure (expenditure category, start, and end date)
4. Enter a number that will adjust the previously reported expenditure to the updated number (may be negative).

   For example: Recipient previously reported expending $90,000 in financial assistance for rental arrears to a large, incorporated landlord, and later receives $5,000 in returned funds from that landlord. Recipient should create a new expenditure record associated with the subaward ID in the amount of -$5,000

5. Add a note to record the reason for the update.

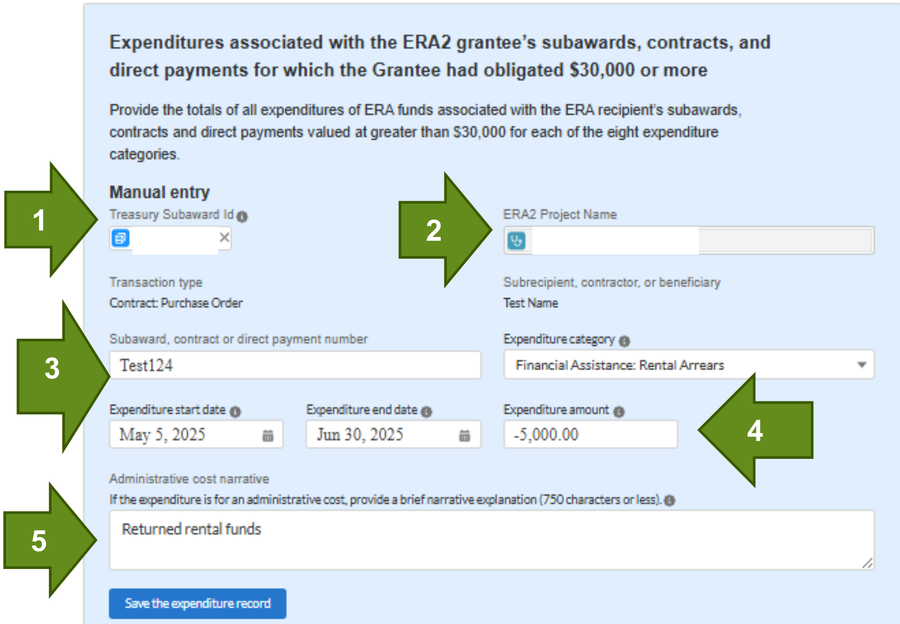


Figure 64 -- Display of Cumulative Amounts Obligated and Expended to Individuals

6. To check that totals are correct, it can be helpful click on the corresponding **Download Information Reported to Date** button to verify that all totals align with the ERA2 Recipient’s accounting (see Figure 63 on the previous page).

VIII. Emergency Rental Assistance Project Data Tab

ERA2 Recipients use this Tab to report **cumulative total amounts** for several datapoints over the entire ERA2 award period of performance. All fields require manual data entry (see Figure 65).

The Tab includes five tables/sections with cumulative data for:

Question #s	Topic
1A-2A	Households that Submitted an Application and Received Assistance
2B-2F	Cumulative Number of Households that Received ERA2 Assistance by Type
3A-3C	Cumulative Number of Unique Participant Households at Certain Income Levels
3D-3E	Cumulative Number of Unique Participant Households Whose Income Eligibility was Determined by Other Methods
4	Average Number of Months of Rent

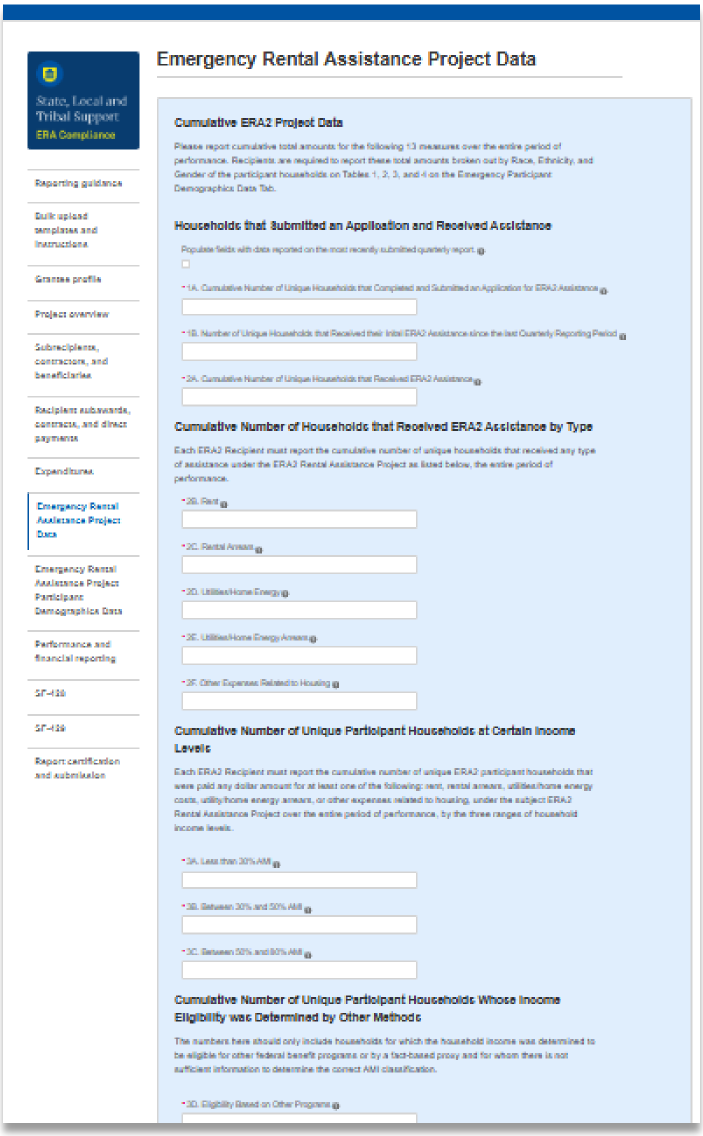


Figure 65 – Emergency Rental Assistance Project Data Tab

Populating fields in Tab from most recent report

There is not a bulk upload option for this Tab. However, if the reported data have not changed since the ERA2 Recipient's most recent submitted quarterly report, the user may check the box, "**Populate fields with data on the most recently submitted quarterly report**." Once checked, questions 1A – 4E will populate with the most recent data. Note that the ERA2 Recipient is responsible for accurate reporting and encouraged to review this data for accuracy.

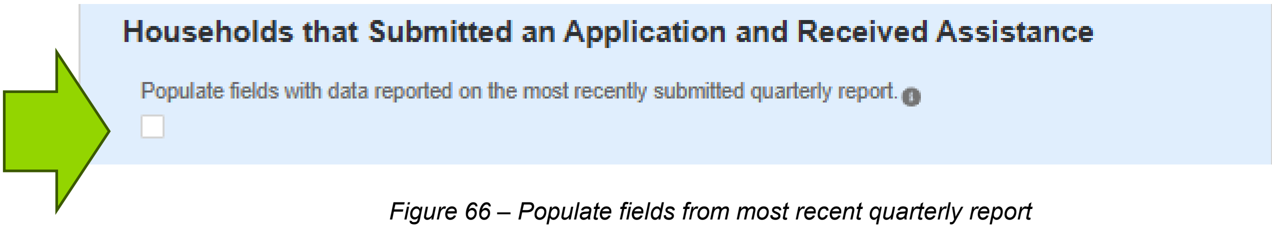


Figure 66 – Populate fields from most recent quarterly report

Tips on manually entering data for questions 1A-4E

When manually entering data, the following tips can help support successful reporting:

- Please enter "0" for any data fields that do not apply.
- All the reported data must be cumulative covering the entire Period of Performance.
- If the entered data is less than the previous reported data, ERA2 Recipients should provide an explanation in the provided text box (see Figure 67).
    - *For example: a landlord returns the payment that represents all the ERA2 assistance received by a tenant. The ERA2 Recipient would need to reduce the count of households served and provide an explanation in the text box.*

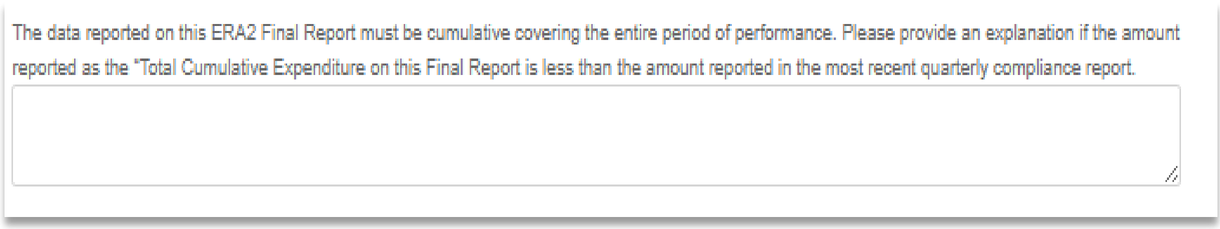


Figure 67 -- Explanation of Reduction in Cumulative Amount Reported

1A-2A: Entering the Cumulative Number of Households that Submitted an Application and Received Assistance

Questions 1A-2A request the cumulative numbers of households that submitted applications and those that received assistance (see Figure 68).

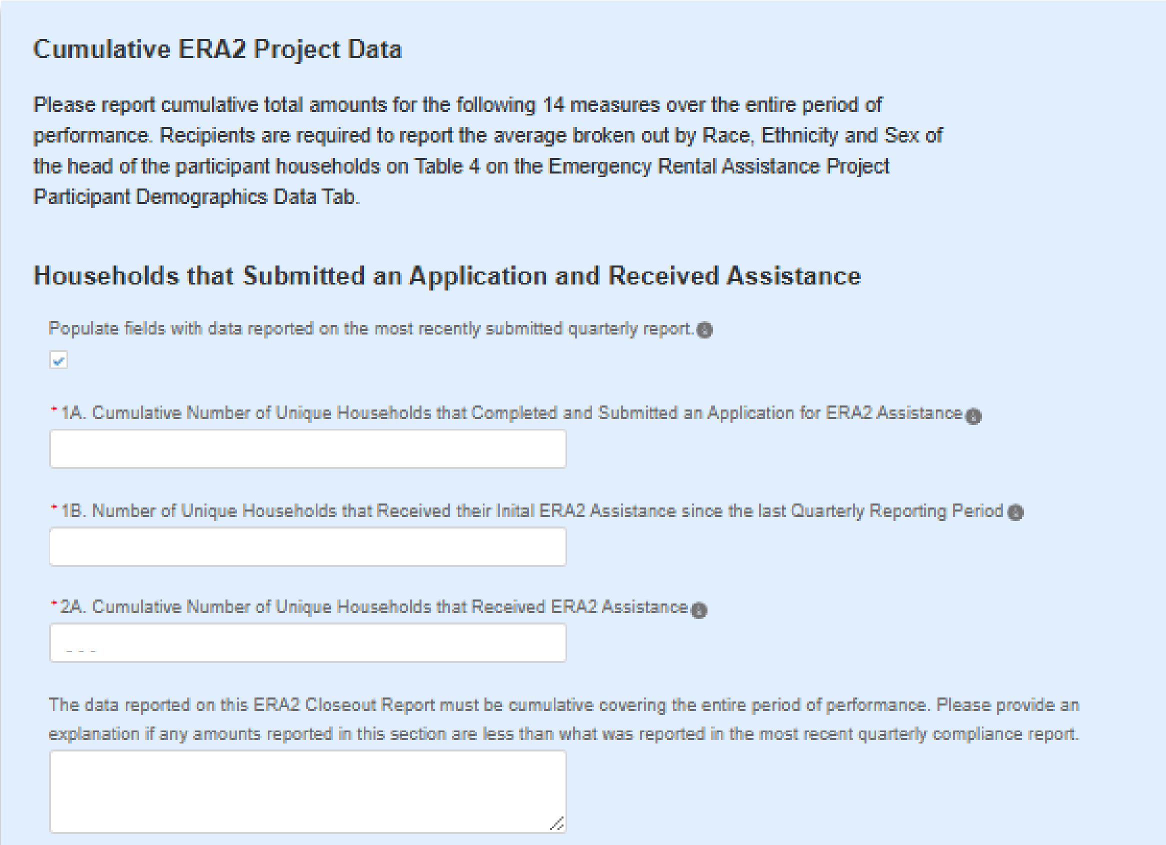


Figure 68 – Numbers of Applications Received and Households Receiving Assistance

Questions and help text include:

- **1A. Cumulative Number of Unique Households that Completed and Submitted an Application for ERA2 Assistance**
  Help Text: The cumulative number of unique households that submitted a complete application, as reasonably determined by the Recipient, for ERA assistance as of the end of the period of performance.

- **1B. Number of Unique Households that Received their Initial ERA2 Assistance since the last Quarterly Reporting Period**
  Help Text: The number of unique participant households whose rent, rental arrears, utility/home energy arrears, or other expenses related to housing were fully or partially paid for the first time under the subject ERA2 Emergency Rental Assistance Project since the last Quarterly Reporting Period.

- **2A. Cumulative Number of Unique Households that Received ERA2 Assistance**
  Help Text: The cumulative number of unique participant households whose rent, rental arrears, utility/home energy payments, utility/home energy arrears, or other expenses related to housing were fully or partially paid under the subject ERA2 Rental Assistance

Project between the date of receipt of the ERA2 award and the end of the period of performance

- Note: If the cumulative number is smaller than in the most recently submitted ERA2 quarterly report, please provide an explanation in the text box (see Figure 69).

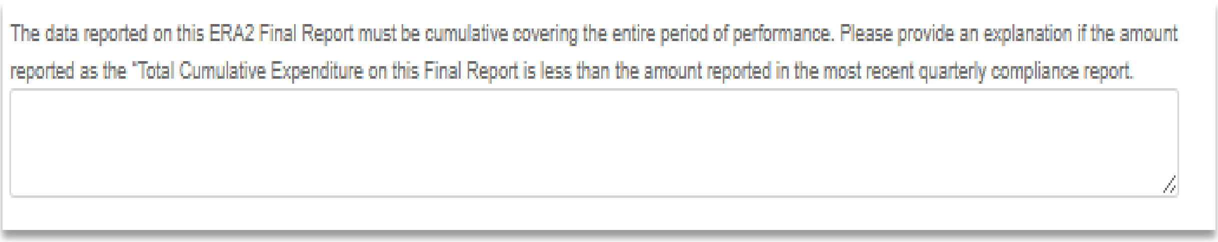
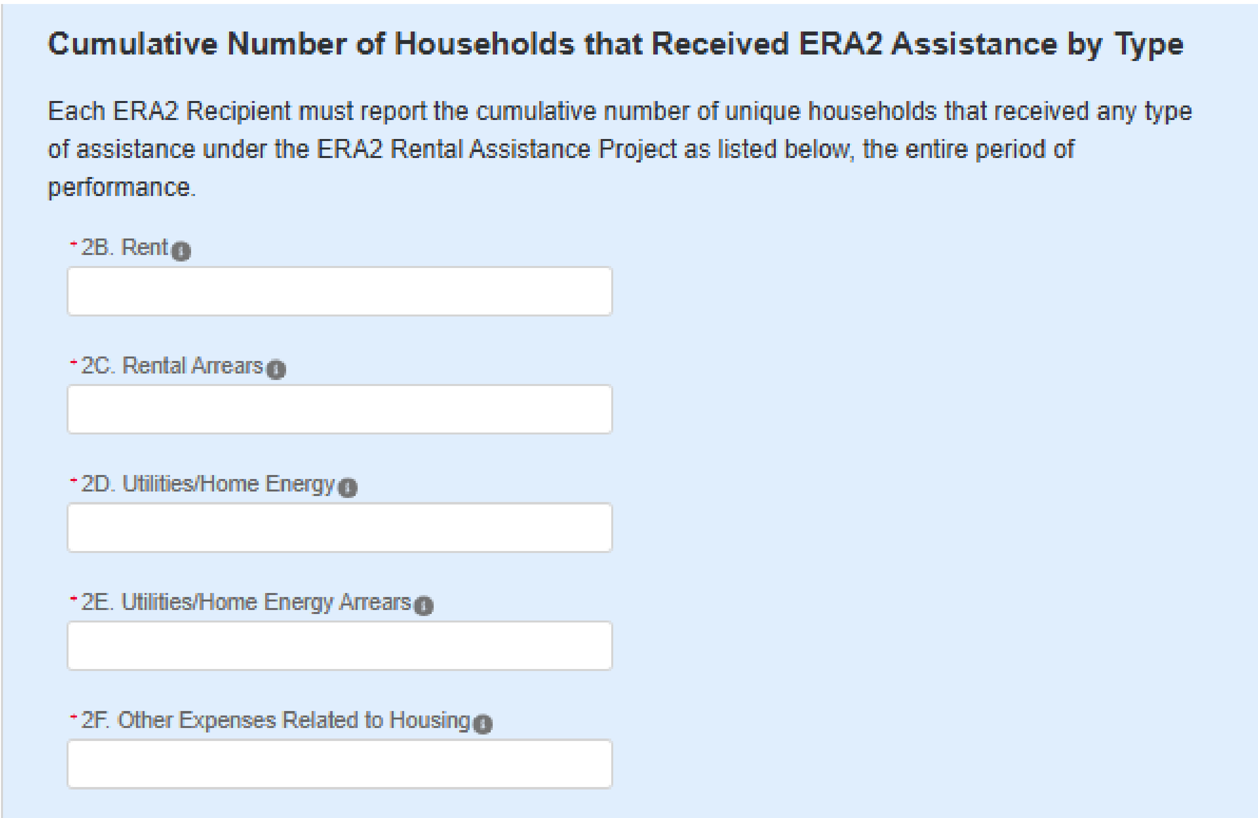

The data reported on this ERA2 Final Report must be cumulative covering the entire period of performance. Please provide an explanation if the amount reported as the "Total Cumulative Expenditure on this Final Report is less than the amount reported in the most recent quarterly compliance report.

Figure 69 -- Explanation of Reduction in Cumulative Amount Reported

2B-2F. Cumulative Number of Households that Received ERA2 Assistance by Type

Each ERA2 Recipient must report the <u>cumulative</u> number of unique households that received any type of assistance under the ERA2 Rental Assistance Project as listed below, over the entire period of performance (see Figure 70).


Cumulative Number of Households that Received ERA2 Assistance by Type

Each ERA2 Recipient must report the cumulative number of unique households that received any type of assistance under the ERA2 Rental Assistance Project as listed below, the entire period of performance.

* 2B. Rent

* 2C. Rental Arrears

* 2D. Utilities/Home Energy

* 2E. Utilities/Home Energy Arrears

* 2F. Other Expenses Related to Housing

Figure 70 – Cumulative Number of Households that Received ERA2 Assistance

Assistance types and help text include:

- **2B. Rent**
  Help Text: The cumulative number of unique participant households that received (or whose landlord was paid) at least one rent payment of any dollar amount under the subject ERA2 Rental Assistance Project between the date of receipt of the ERA2 award and the end of the period of performance

- **2C. Rental Arrears**
  Help Text: The cumulative number of unique participant households that received (or whose landlords were paid) a payment of any dollar amount for rental arrears under the subject ERA2 Rental Assistance Project between the date of receipt of the ERA2 award and the end of the period of performance.

- **2D. Utilities/Home Energy**
  Help Text: The cumulative number of unique participant households that received (or whose utility/home energy provider was paid) any dollar amount for any portion of at least one utility or home energy bill under the subject ERA2 Rental Assistance Project between the date of receipt of the ERA2 award and the period of performance

- **2E. Utilities/Home Energy Arrears**
  Help Text: The cumulative number of unique participant households that received (or whose utility/energy provider was paid) any dollar amount for utility/home energy arrears under the subject ERA2 Rental Assistance Project between the date of receipt of the ERA2 award and the period of performance.

- **2F. Other Expenses Related to Housing**
  Help Text: The cumulative number of unique participant households that were paid any dollar amount for other approved housing expenses provided under the Rental Assistance Project only (Including eviction prevention/diversion assistance and excluding rent, rental arrears, utility or home energy costs and home energy costs arrears) between the date of receipt of the ERA2 award and the end of the period of performance. Do not report on services provided under a separate ERA2 Eviction Prevention Project.

If the any of these cumulative numbers are smaller than in the most recently submitted ERA2 quarterly report, please provide an explanation in the text box (see Figure 71).

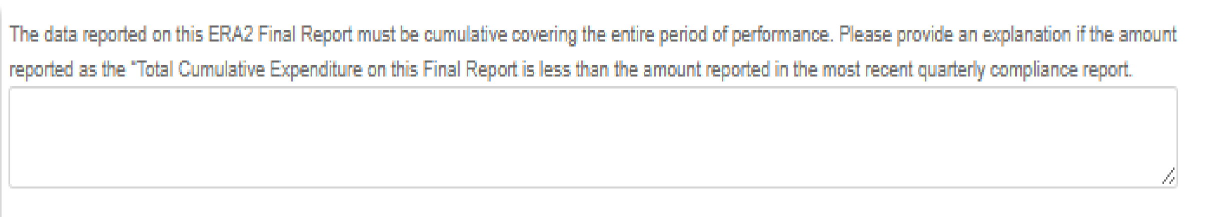
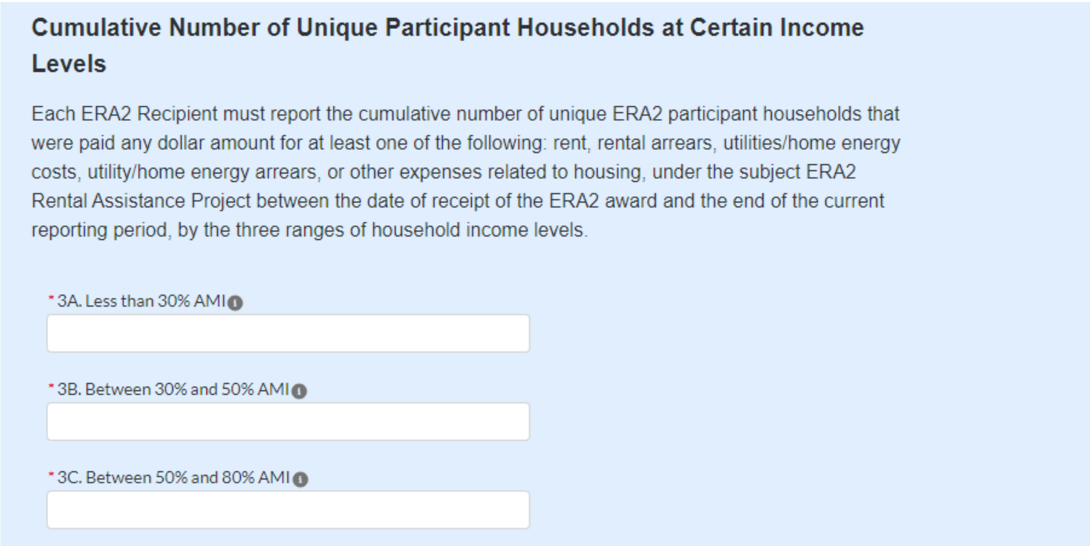

The data reported on this ERA2 Final Report must be cumulative covering the entire period of performance. Please provide an explanation if the amount reported as the "Total Cumulative Expenditure on this Final Report is less than the amount reported in the most recent quarterly compliance report.

Figure 71 -- Explanation of Reduction in Cumulative Amount Reported

3A – 3C: Cumulative Number of Unique Participant Households at Certain Income Levels

Each ERA2 Recipient must report the <u>cumulative</u> number of unique ERA2 participant households that were paid any dollar amount for at least one of the following: rent, rental arrears, utilities/home energy costs, utility/home energy arrears, or other expenses related to housing, under the subject ERA2 Rental Assistance Project over the entire period of performance, by the three ranges of household income levels (see Figure 72).



Cumulative Number of Unique Participant Households at Certain Income Levels

Each ERA2 Recipient must report the cumulative number of unique ERA2 participant households that were paid any dollar amount for at least one of the following: rent, rental arrears, utilities/home energy costs, utility/home energy arrears, or other expenses related to housing, under the subject ERA2 Rental Assistance Project between the date of receipt of the ERA2 award and the end of the current reporting period, by the three ranges of household income levels.

* 3A. Less than 30% AMI

* 3B. Between 30% and 50% AMI

* 3C. Between 50% and 80% AMI

Figure 72 – Cumulative Number of Unique Participant Households at Certain Income Levels

Income Levels and Help Text include:

- **3A. Less than 30% AMI**
  Help Text: Please enter the cumulative number of unique households that received ERA2 Emergency Rental Assistance of any type from award date through the end of the period of performance with household incomes of less than 30% of area median income. The ERA Recipient should categorize participants into an AMI category whenever they have sufficient information to do so.

- **3B. Between 30% and 50% AMI**
  Help Text: Please enter the cumulative number of unique households that received ERA2 Emergency Rental Assistance of any type from award date through the end of the period of performance with household incomes of between 30% and 50% of area median income. The ERA Recipient should categorize participants into an AMI category whenever they have sufficient information to do so.

- **3C. Between 50% and 80% AMI**
  Help Text: Please enter the cumulative number of unique households that received ERA2 Emergency Rental Assistance of any type from award date through the end of the period of performance with household incomes of between 50% and 80% of area median income. The ERA Recipient should categorize participants into an AMI category whenever they have sufficient information to do so.

If any of the cumulative numbers are smaller than in the most recently submitted ERA2 quarterly report, please provide an explanation in the text box (see Figure 73).

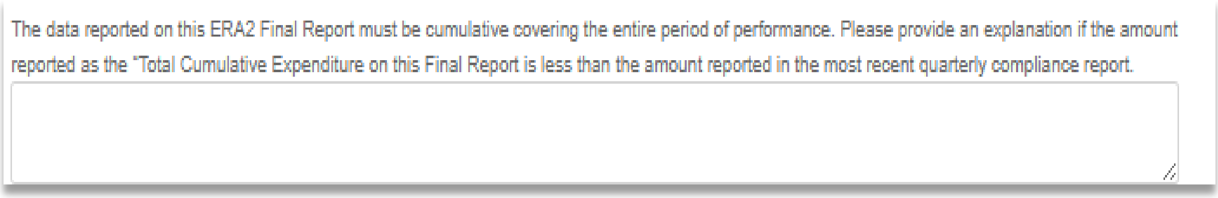


Figure 73 -- Explanation of Reduction in Cumulative Amount Reported

3D-3E: Cumulative Number of Unique Participant Households Whose Income Eligibility was Determined by Other Methods

Enter only numbers here that include households for which the household income was determined to be eligible for other federal benefit programs or by a fact-based proxy and for which there is insufficient information to determine the correct AMI classification (see Figure 74).

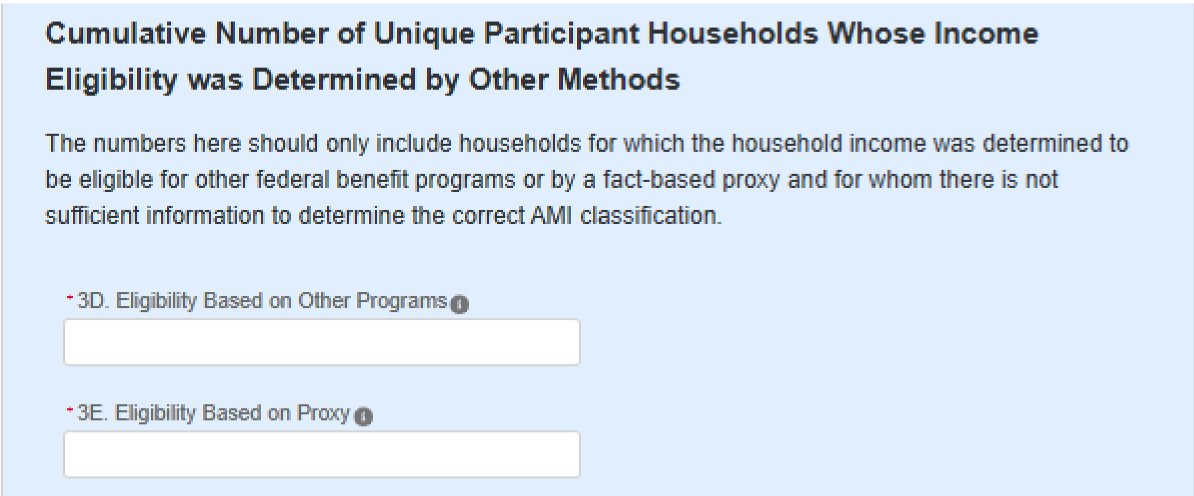


Figure 74 – Cumulative number of Households with Income Determined by Other Methods

Methods and Help Text include:

- **3D. Eligibility Based on Other Programs**
  Help text: Please enter the cumulative number (from award date through the end of the period of performance) of unique households whose income eligibility was determined based on their eligibility for other federal benefit programs, disaggregated by race, ethnicity, and sex of the head of household. The number reported for this group should only reflect the number of households for which the household income was determined to be eligible for other federal benefit programs and for whom there is not sufficient information to determine the correct AMI classification.

- **3E. Eligibility Based on Proxy**
  Help Text: Please enter the cumulative number of unique households (from award date through the end of the period of performance) whose income eligibility was determined based on a fact-based proxy. The number reported for this group should only reflect the number of households for which the household income was determined based on a fact-based proxy and for whom there is not sufficient information to determine the correct AMI classification.

If the cumulative number is smaller than in the most recently submitted ERA2 quarterly report, please provide an explanation in the text box (see Figure 75).

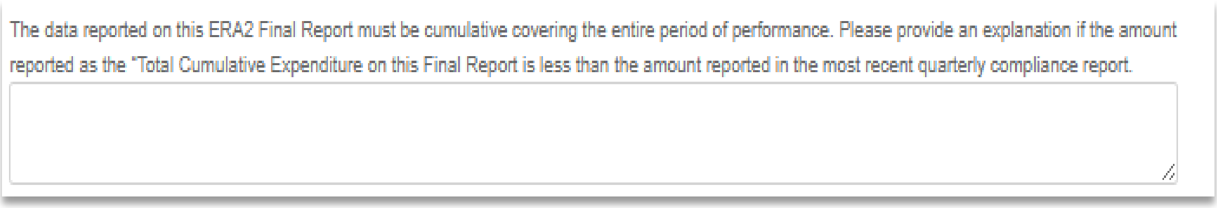
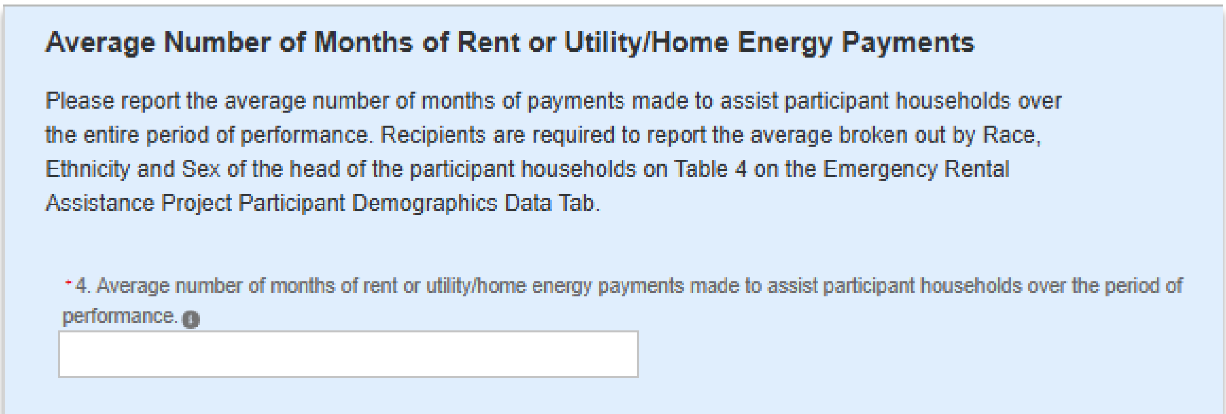

The data reported on this ERA2 Final Report must be cumulative covering the entire period of performance. Please provide an explanation if the amount reported as the "Total Cumulative Expenditure on this Final Report is less than the amount reported in the most recent quarterly compliance report.

Figure 75 -- Explanation of Reduction in Cumulative Amount Reported

4: Average Number of Months of Rent or Utility/Home Energy

Please use this subsection to report the average number of months of rent or utility/home energy payments made to assist participant households over the period of performance (see Figure 76). Recipients are required to report these total amounts broken out by Race, Ethnicity, and Sex of the participant households on Table 4 on the *Emergency Participant Demographics Data Tab*.


Average Number of Months of Rent or Utility/Home Energy Payments

Please report the average number of months of payments made to assist participant households over the entire period of performance. Recipients are required to report the average broken out by Race, Ethnicity and Sex of the head of the participant households on Table 4 on the Emergency Rental Assistance Project Participant Demographics Data Tab.

* 4. Average number of months of rent or utility/home energy payments made to assist participant households over the period of performance.

Figure 76 – Input Screen for Average Number of Months of Rent or Utility/Home Energy Payments

Click the **Save Emergency Rental Assistance Project Data** button to record progress and the Next button to advance to the *Emergency Rental Assistance Project Participant Demographics Data Tab*.

IX. Emergency Rental Assistance Project Participant Demographics Data Tab

ERA2 Recipients use this Tab to report their ERA2 Emergency Rental Assistance Project participant demographic information only. ERA2 Recipients must report **cumulative** information over the entire ERA2 period of performance by race, ethnicity, and sex of the primary applicant of the participant household.

Please refer to the ERA2 Reporting Guidance for additional information.

Please note:

- ***Do not report data for other "Projects" (i.e. Affordable Rental Housing or Eviction Prevention Projects that utilize FAQ 46 flexibilities)*** *on this tab.*

- *Populate each of the five tables in this Tab with cumulative amounts over the entire ERA2 award period of performance.*

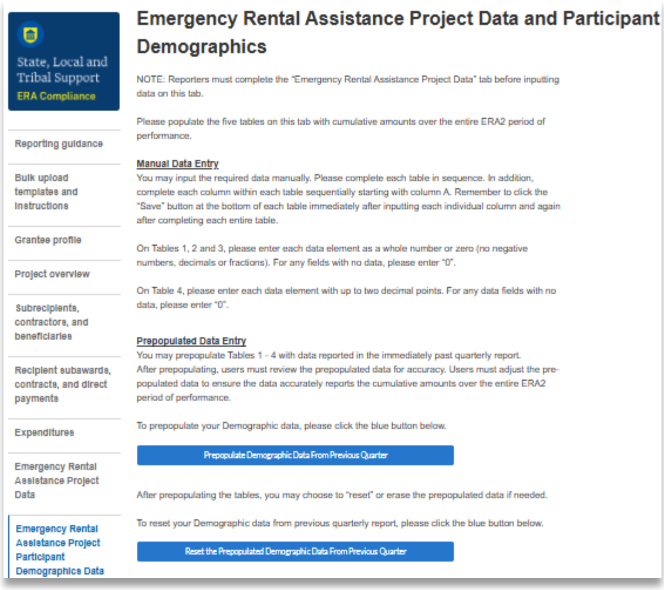


Figure 77 – Emergency Rental Assistance Project Data and Participant Demographics Tab

For Tables 1, 2, 3 and 5, please report cumulative demographic information over the entire ERA2 award period of performance for each question. The Portal will sum the input disaggregated information and display the total for each demographic category (race, ethnicity, and sex) in each column.

There are two methods to enter data in each section:

- Prepopulated data input

- Manual data input

> ***Helpful Resource:***
>
> ***Tips on Demographic Reporting (Tables 1-5)***

Participant Demographics: Prepopulated Data Entry

You may choose to have Tables 1, 2, 3 and 4 "prepopulated" with data as was reported in the most recently submitted quarterly compliance report.

To prepopulate the data, click the blue button labeled, "Prepopulate Demographic Data from Previous Quarter" button as shown in Figure 78 (arrow A).

After prepopulating the Tables, you should review the data and make any necessary adjustments manually. Note that if the numbers do not sum to the totals reported in the

Emergency Rental Assistance Project Data Tab, you will not be able to save updates until you address those inconsistencies.

You may also choose to “reset” or erase all prepopulated data in Tables 1, 2, 3 and 4, if needed. To reset the data please click the blue button labeled, “Reset the Prepopulated Demographic Data from Previous Quarter” button as shown in Figure 78 (arrow B).

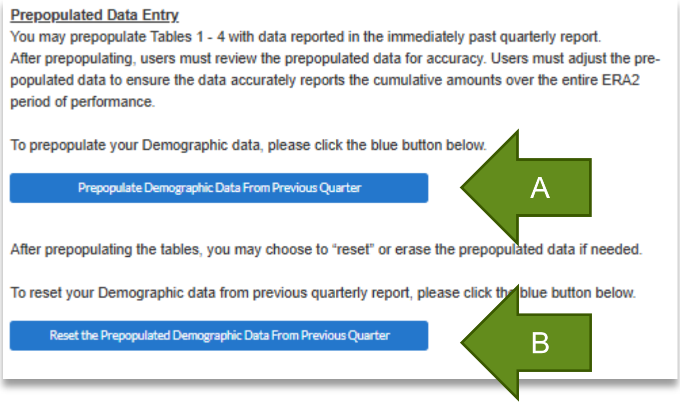


Figure 78 –Prepopulate and Reset Data Buttons

Participant Demographics: Manual Data Entry

You must input updates to the required data manually. The following tips can help you successfully manage these updates:

- Please complete each table **in sequence** starting with Table 1 and ending with Table 5. In addition, please complete each column within each table *sequentially* on each table, starting with Column A.
- **Remember to click the “Save” button at the bottom of each table immediately after inputting each individual column and again after completing each entire table.**
- On **Tables 1, 2, 3 and 5**, please enter each data element **as a whole number** or zero (no negative numbers, decimals, or fractions). For any data fields with no data, please enter “0.”
- On **Table 4**, please enter each data element with up to **two decimal points** (for example, 3.22). For any data fields with no data, please enter “0”.

While Treasury’s Portal does not permit ERA2 recipients to upload a template associated with demographic reporting, Treasury encourages recipients to use the following worksheet to prepare data for manual entry:

ERA2-Demographic-Reporting-Worksheet.xlsx

After entering or editing the required data in each table (and inputting zeros where there is no data), click the Save button immediately below the table. When the Save button is clicked, the Portal will validate the entered data and provide error messages, as applicable. If an error message appears, Recipients can adjust the data before moving to the next table.

Table 1 – Number of Unique Households

Table 1 contains two columns of data disaggregated by race, ethnicity and sex of participant households (see Figure 79).

- **Column 1A**: Enter the **total cumulative number of unique households that completed and submitted an application** for ERA2 Emergency Rental Assistance **over the entire period of performance** disaggregated by race, ethnicity, and sex of the head of household.

- **Column 1B**: Enter the **total number of Households Receiving Initial Assistance Since the end of the most recent quarterly reporting period** disaggregated by race, ethnicity, and sex of the head of household. This is defined as "Number of unique households that received their initial ERA2 assistance since the end of the most recent quarterly reporting period."

	Segment	1A. Number of Unique Households that Completed and Submitted an Application	1B. Number of Unique Households Receiving Initial Assistance since the last quarterly submission
1	American Indian or Alaska		
2	Asian		
3	Black or African American		
4	Native Hawaiian or Other		
5	White		
6	Mixed-Race		
7	Data not Collected		
8	Declined to Answer		
9	Race Category Total	0	0
10	Hispanic or Latino		
11	Not Hispanic or Latino		
12	Data not Collected		
13	Declined to Answer		
14	Ethnicity Category Total	0	0
15	Male		
16	Female		
17	Declined to Answer		
18	Data not Collected/Reported		
19	Sex Category Total	0	0
20	Programmatic Totals	0	0

Figure 79 – Table 1 Input Screen

Instructions

1. Hover over an individual cell and then click on the respective pencil icon to enter data into the table. (see Figure 79).

2. First enter responses for all categories in the Question 1A column. Next enter responses for each disaggregated data category in the Question 1B column.

3. When complete with no error flags, click the “Save” button and go to Table 2.

Notes:

- *Users must complete each field on Table 1.*
- *You must enter a whole number greater than or equal to zero “0” for each item.* ***Please enter a zero “0” to represent none.***
- *The Portal will add up the disaggregated information and display the total cumulative amount for each demographic category (race, ethnicity, and sex) in each column.*
- *To aid the Recipient in reporting consistently, the Portal will display the total cumulative number for each question on Tables 1, 2 and 3 as entered by the Recipient on the previous tab, “Emergency Rental Assistance Project Data.”*
- *Table 1 requires that the totals for each column displayed in the dark-shaded rows labeled “Race Category Total,” “Ethnicity Category Total,” and “Sex Category Total” must be equal.*

Table 1 Data Validations

The Portal has built-in verifications to ensure the data you enter in Table 1 is complete and logically consistent within the three categories, within each column, and across the columns.

Table 1 ***Validation*** *Example:* When entering data in Table 1, a user enters “100” in line 15 for Question 1A for the number of Males who submitted an application and then enters a larger figure “1000” in line 15 for Question 1B for the number of Males who received assistance for the first time in the quarter. The Portal will show a reporting error by highlighting the rows in red that appear to contain inconsistent data.

This data will be flagged because is not logically possible that a total of 100 unique Males submitted applications while a total of 1,000 unique Males received assistance in the quarter; the number who received assistance cannot be larger than the number who submitted an application.

When the Portal displays a flag indicating inconsistent data, the user should review the input information and make revisions as needed.

Table 2 – Total Cumulative Number of Households by Assistance Type

Table 2 contains six columns of data fields disaggregated by race, ethnicity, and sex of participant households (see Figure 80). Each data field represents the total cumulative demographic information for the six questions shown below. The Portal will sum the input total cumulative disaggregated information and display the total cumulative for each demographic category (race, ethnicity, and sex) in each column.

	Segment	2A. Cumulative Households Assisted	2B. Rent	2C. Rental Arrears	2D. Utilities/Home Energy	2E. Utilities/Home Energy Arrears	2F. Other Expenses Related to Housing
1	American Indian or Alaska						
2	Asian						
3	Black or African American						
4	Native Hawaiian or Other						
5	White						
6	Mixed-Race						
7	Data not Collected						
8	Declined to Answer						
9	Race Category Total	0	0	0	0	0	0
10	Hispanic or Latino						
11	Not Hispanic or Latino						
12	Data not Collected						
13	Declined to Answer						
14	Ethnicity Category Total	0	0	0	0	0	0
15	Male						
16	Female						
17	Declined to Answer						
18	Data not Collected/Reported						
19	Sex Category Total	0	0	0	0	0	0
20	Programmatic Totals	601	600	0	0	0	0

Table 80 – Total Cumulative Numbers of Households by Type

- **Column 2A. Total Cumulative Number of Households Receiving ERA2 Assistance**, which is the "Total number of unique households that received ERA2 Emergency Rental Assistance over the entire period of performance." Please enter the total cumulative number of unique households that received ERA2 Emergency Rental Assistance of any type over the entire period of performance, broken out by race, ethnicity, and sex of the head of household.

- **Columns 2B, 2C, 2D, 2E and 2F:** Total Cumulative Number of Households Receiving Each Type of ERA2 Rental Assistance over the entire period of performance. Please enter the total cumulative number of unique households that received ERA2 Emergency Rental Assistance over the entire period of performance broken out by race, ethnicity, and sex of the head of household by type:

    - **2B** - Rent
    - **2C** - Rental Arrears
    - **2D** - Utilities/Home Energy
    - **2E** - Utilities/Home Energy Arrears; and
    - **2F** - Other Expenses Related to Housing.

Instructions:

1. Hover over an individual cell and then click on the respective pencil icon to enter data into the table.
    a. You must enter a whole number greater than or equal to zero “0” for each item. **Please enter a zero “0” to represent none.**

2. First enter responses for all categories in the Question 2A column. Next enter responses for each disaggregated data category in the remaining columns.

3. When complete with no error flags, click the “Save” button and go to Table 3.

Notes:

- *Enter the total cumulative number of unique households that received ERA2 Emergency Rental Assistance by type (Rent, Rental Arrears, Utilities/Home Energy, Utilities/Home Energy Arrears, and Other Expenses Related to Housing) over the entire period of performance broken out by race, ethnicity, and sex of the head of household.*

- *Users must enter responses for fields.*

- *The Portal will add up the reported disaggregated information and display the total cumulative amount for each demographic category (race, ethnicity, and sex) in each column.*

- *To aid the Recipient in reporting consistently, the Portal will display the total cumulative number for each question as entered by the Recipient on the previous tab, “Emergency Rental Assistance Project Data.”*

- *Table 2 requires that the totals for each column displayed in the dark-shaded rows labeled “Race Category Total,” “Ethnicity Category Total,” and “Sex Category Total” must be equal.*

Data Validations:

Like Table 1, the Portal has built-in verifications to ensure the data entered in Table 2 is complete and logically consistent.

The Portal will alert the Recipient and prohibit submission of values for any demographic segment (race, ethnicity, and sex) on Table 2, Question 2A that is greater than the values input for the demographic segments on Table 1, Question 1A. This data validation check ensures that the figures reported for Question 1A (total cumulative number of unique households that had submitted an application) is not less than the figures reported for Question 2A (total cumulative number of households that had received assistance from the award date through the end of the period of performance).

The Portal will display an error if the total for any demographic segment (race, ethnicity, and sex) entered under Question 2A (total cumulative number of households in that demographic segment who received any form of assistance from award date through the end of the period of performance) is less than an entry in any of the demographic segments (rows) in any of the Columns – that is Columns 2B, 2C, 2D, 2E and 2F.

Table 2 Validation Example: If a user enters 100 unique Hispanic or Latino households received any form of assistance over the entire period of performance (by inputting 100 in Column 2A, row 10) and the user also reports that 150 unique Hispanic or Latino households received rental assistance (by inputting 150 in Column 2B, Row 10), that would be a violation of the validation rule.

That is, the total cumulative number who received rental assistance over the entire period of performance cannot be larger than the number who receive all forms of assistance over the period of performance.

Table 3 – Total Cumulative Number of Households by Income and Other Eligibility Methods

Table 3 contains six columns of data fields disaggregated by race, ethnicity, and sex of the cumulative number of participant households (see Figure 81) in each row. Each column asks for different income levels; the method of determining income (either another program or a proxy); or the cumulative amount of funds paid to/for households for each demographic row. Each row represents a different demographic. The Portal will sum the input total cumulative disaggregated information and display the total cumulative for each demographic category (race, ethnicity, and sex) in each column.

The type of data requested in each category is as follows:

- For **columns 3A-3C**, please enter the total cumulative number of unique households that received ERA2 Emergency Rental Assistance of any type over the entire period of performance broken out by income level with each column disaggregated by race, ethnicity, and sex of the head of household.

- For **column 3D**, please enter the total cumulative number of unique households that received ERA2 Emergency Rental Assistance of any type over the entire period of performance broken out by eligibility based on eligibility for another program each column disaggregated by race, ethnicity, and sex of the head of household.

- For **column 3E**, please enter the total cumulative number of unique households that received ERA2 Emergency Rental Assistance of any type over the entire period of performance broken out by eligibility based on a proxy with each column disaggregated by race, ethnicity, and sex of the head of household. **The numbers reported for this item should only reflect the cumulative number of households for which the household income was determined to be eligible through a Fact-Based Proxy AND for whom there is not sufficient information to determine the correct AMI classification.**

- **Column 3F** is the cumulative amount of ERA2 funds paid to/for households disaggregated by race, ethnicity, and sex of the head of household.

To aid the Recipient in reporting consistently, the Portal will display the total cumulative amounts for each column as entered by the Recipient in response to questions on the "Emergency Rental Assistance Project Data" tab.

	Segment	3A. Less than 30% AMI	3B. 30-50% AMI	3C. 50-80% AMI	3D. Eligibility Based on Other Programs	3E. Eligibility Based on Proxy	3F. Cumulative ERA2 Funds Paid to/for Households
1	American Indian or Alaska						
2	Asian						
3	Black or African American						
4	Native Hawaiian or Other						
5	White						
6	Mixed-Race						
7	Data not Collected						
8	Declined to Answer						
9	Race Category Total	0	0	0	0	0	$0.00
10	Hispanic or Latino						
11	Not Hispanic or Latino						
12	Data not Collected						
13	Declined to Answer						
14	Ethnicity Category Total	0	0	0	0	0	$0.00
15	Male						
16	Female						
17	Declined to Answer						
18	Data not Collected/Reported						
19	Sex Category Total	0	0	0	0	0	$0.00
20	Programmatic Totals	0	0	600	0	0	$0.00

Figure 81 – Total Cumulative Numbers of Households by Income and Other Eligibility Methods

Instructions:

- Like Tables 1 and 2, hover over an individual cell and then click on the respective pencil icon to enter data into the table. ERA2 Recipients must enter a figure for each item. **Please enter a zero "0" to represent none.**
- Please enter responses for all categories under Columns 3A, 3B, 3C, 3D, 3E and 3F **sequentially**, including each cumulative disaggregated data category, starting with Column 3A.
- To aid the Recipient in reporting consistently, the Portal will display the total cumulative amounts for each column as entered by the Recipient on the previous tab, "Emergency Rental Assistance Project Data."

Data Validations

Table 3 data validations ensure consistency for each demographic segment (race, ethnicity, and sex) on Questions 3A, 3B, 3C, 3D and 3E with the figures reported Table 2, Question 2A.

Specifically, the Portal will indicate an error when the sum of amounts reported in Questions 3A + 3B + 3C + 3D + 3E is greater than the amounts reported in corresponding segments as reported in Table 2, Column 2A.

Example: The total cumulative number of Asian households that received assistance (which is the sum of the number in each income category shown on Table 3, Columns 3A + 3B + 3C + 3D + 3E) cannot logically be greater than the total cumulative number of Asian households that have received assistance over the period of performance as reported on Table 2 Question 2A.

As on Tables 1 and 2, when entering data in Table 3, users should make certain that for each column, the amounts displayed in the dark-shaded rows labeled “Race Category Total,” “Ethnicity Category Total,” and “Sex Category Total” are equal.

Finally, users must complete each field on Table 3. Please enter zero “0” in any field where there is no data to report.

Table 4 – Average Number of Months of Assistance

In Table 4, report the average number of months that participant households received ERA2 rental or utility/home energy assistance over the entire period of performance by race, ethnicity, and sex of the participant household's head of household (see Figures 82).

TABLE 4 -- AVERAGE NUMBER OF MONTHS OF ASSISTANCE

Each ERA2 Recipient must report the average number of months that participant households received ERA2 Rent or Utility/Home Energy assistance over the period from the receipt of the ERA2 award through the end of the current quarterly reporting period.

	Segment	4. Rent or Utility/Home Energy Payments
1	American Indian or Alaska	
2	Asian	
3	Black or African American	
4	Native Hawaiian or Other	
5	White	
6	Mixed-Race	
7	Data not Collected	
8	Declined to Answer	
9	Race Category Total	
10	Hispanic or Latino	
11	Not Hispanic or Latino	
12	Data not Collected	
13	Declined to Answer	
14	Ethnicity Category Total	
15	Male	
16	Female	
17	Declined to Answer	
18	Data not Collected/Reported	
19	Sex Category Total	
20	Overall Average	90

Figure 82 – Average Number of Months of Assistance

Also report disaggregated data on the average number of months that participant households received rent or utility/home energy assistance over the period of performance.

Please remember:

- Enter each response with **up to two decimal points**. For any data fields with no data, please enter "0."
- To aid the Recipient in reporting consistently, the Portal will display the totals for each column as entered by the Recipient on the previous tab, that is, the "Emergency Rental Assistance Project Data" tab.

When finished entering data on Table 4, click the Save button to move to Table 5.

Table 5 – Total Cumulative Amounts Obligated and Expended for the Emergency Rental Assistance Project Only

In Table 5, ERA2 Recipients must enter total cumulative amounts over the entire period of performance for six obligation and expenditure measures regarding the Recipient's ERA2 Emergency Rental Assistance Project (see Figure 83).

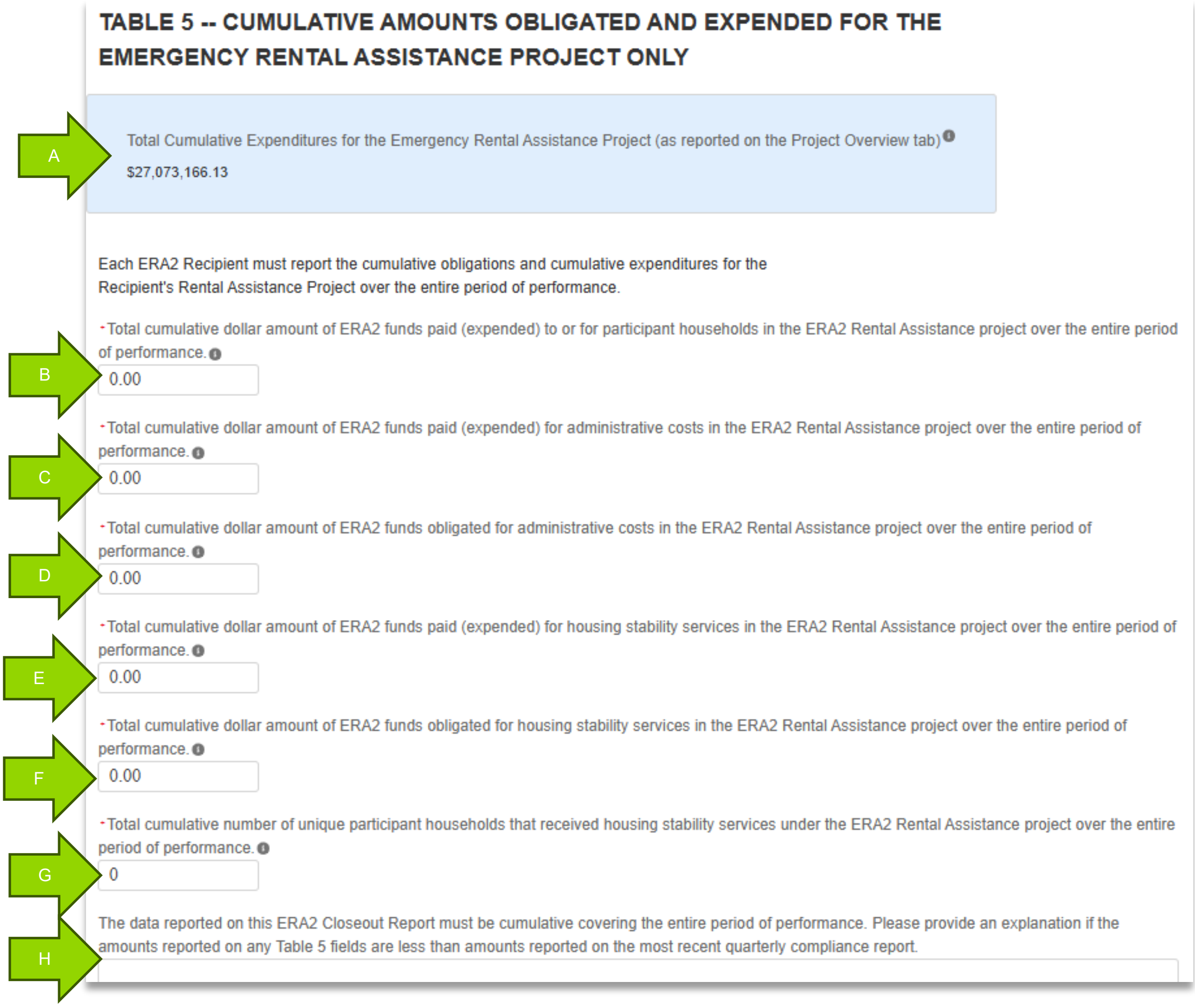


TABLE 5 -- CUMULATIVE AMOUNTS OBLIGATED AND EXPENDED FOR THE EMERGENCY RENTAL ASSISTANCE PROJECT ONLY

A

Total Cumulative Expenditures for the Emergency Rental Assistance Project (as reported on the Project Overview tab)

$27,073,166.13

Each ERA2 Recipient must report the cumulative obligations and cumulative expenditures for the Recipient's Rental Assistance Project over the entire period of performance.

B

*Total cumulative dollar amount of ERA2 funds paid (expended) to or for participant households in the ERA2 Rental Assistance project over the entire period of performance.

0.00

C

*Total cumulative dollar amount of ERA2 funds paid (expended) for administrative costs in the ERA2 Rental Assistance project over the entire period of performance.

0.00

D

*Total cumulative dollar amount of ERA2 funds obligated for administrative costs in the ERA2 Rental Assistance project over the entire period of performance.

0.00

E

*Total cumulative dollar amount of ERA2 funds paid (expended) for housing stability services in the ERA2 Rental Assistance project over the entire period of performance.

0.00

F

*Total cumulative dollar amount of ERA2 funds obligated for housing stability services in the ERA2 Rental Assistance project over the entire period of performance.

0.00

G

*Total cumulative number of unique participant households that received housing stability services under the ERA2 Rental Assistance project over the entire period of performance.

0

H

The data reported on this ERA2 Closeout Report must be cumulative covering the entire period of performance. Please provide an explanation if the amounts reported on any Table 5 fields are less than amounts reported on the most recent quarterly compliance report.

Figure 83 – Cumulative Amounts Obligated and Expended, ERA2 Rental Assistance Project

A. **Total Cumulative Expenditures for the Emergency Rental Assistance Project (as noted on the Project Overview Tab)** will prepopulate for your reference at the top of the table.

You must manually enter the rest of the questions:

B. **Total cumulative dollar amount of ERA2 funds paid (expended) to or for participant households** in the ERA2 Rental Assistance Project over the entire period of performance.
    - **a.** Total cumulative dollar amount of ERA2 award funds paid under the ERA2 Emergency Rental Assistance Project to or for participant households including payments for rent, rental arrears, utility/home energy costs, utility/home energy

arrears, and other housing services and eligible expenses.

C. **Total cumulative dollar amount of ERA2 fund paid (expended) for administrative costs** for the ERA2 Rental Assistance Project over the entire period of performance. *Obligations for administrative expenses incurred under Affordable Rental Housing Project(s) and/or Eviction Prevention Project(s) should be accounted for within the respective ERA2 Project and labelled with the appropriate ERA2 Project when reporting in the Expenditures Tab*.

D. **Total Cumulative dollar amount of ERA2 award funds obligated for administrative activities** for the ERA2 Emergency Rental Assistance Project over the entire period of performance. *Expenditures for administrative expenses incurred under Affordable Rental Housing Project(s) and/or Eviction Prevention Project(s) should be accounted for within the respective ERA2 Project and labelled with the appropriate ERA2 Project when reporting in the Expenditures Tab*.
   a. For the ERA2 Final Report, the total cumulative amount obligated should reflect the total cumulative amount the Recipient has paid for administrative expenses, as evidenced by a legally binding agreement or contract.

E. Total cumulative dollar amount of the ERA2 award the Recipient (and its subrecipients and contractors, as applicable) expended for housing stability services for the ERA2 Emergency Rental Assistance Project over the entire period of performance. Note, this should include **ONLY expenditures for housing stability services under the ERA2 Emergency Rental Assistance Project** and exclude expenditures made under any "Eviction Prevention Project" that utilize flexibilities permitted by FAQ 46). *Expenditures housing stability services incurred under Eviction Prevention Project(s) should be accounted for within the respective ERA2 Project and labelled with the appropriate ERA2 Project when reporting in the Expenditures Tab*.

F. Total Cumulative dollar amount of ERA2 award funds obligated for housing stability services in the ERA2 Emergency Rental Assistance Project over the entire period of performance. Note, this should include **ONLY obligations for housing stability services under the ERA2 Emergency Rental Assistance Project** and exclude obligations made under any "Eviction Prevention Project" that utilize flexibilities permitted by FAQ 46). *Expenditures for housing stability services incurred under Eviction Prevention Project(s) should be accounted for within the respective ERA2 Project and labelled with the appropriate ERA2 Project when reporting in the Expenditures Tab*. Note that for the ERA2 Final Report, obligations reported here should only reflect funds paid for these services.
   a. For the ERA2 Final Report, the total cumulative amount obligated should reflect the total cumulative amount the Recipient has paid for administrative expenses, as evidenced by a legally binding agreement or contract.

G. **Total Cumulative number of unique participant households that received housing stability services** under the ERA2 Emergency Rental Assistance over the entire period of performance.
   a. Users must report the total cumulative number of unique households that have received housing stability services directly from the Recipient or from any subrecipient(s) or contractor(s) under the ERA2 Emergency Rental Assistance Project over the entire period of performance. **Do not include households that**

have received housing stability services under an ERA2 Eviction Prevention Project only.**

H. **Explanation of reduced Table 5 fields.** The data reported in the ERA2 Final Report should be cumulative covering the entire period of performance. If the amounts reported in any Table 5 fields are less than the amounts reported on the most recent quarterly compliance report, please provide an explanation of the reduction.

Table 5 Data Validations and Examples

The Portal has built-in verifications to ensure the data entered in Table 5 is accurate. Please see the following examples.

- **Example 1**: The Portal will show a data validation error message if the sum of the three expenditure data points entered in is Table 5 (listed below) does not equal the total cumulative expenditures for the ERA2 Emergency Rental Assistance Project as shown on the “Project Overview Tab” dashboard. (Note, for reference, the total cumulative expenditures as shown on the “Project Overview Tab” dashboard is displayed at the top of the Table 5 screen.)

  The three expenditure data points are as follows:

  -Total cumulative dollar amount of ERA2 funds paid to or for participant households over the entire period of performance.

  -Total dollar amount of ERA2 fund paid (expended) for administrative expenses over the entire period of performance.

  -Total cumulative dollar amount of ERA2 award funds paid (expended) for housing stability services over the entire period of performance.

- **Example 2**: The Portal will show a data validation error when the Recipient reports that the total cumulative dollar amount of ERA2 funds paid (expended) for administrative expenses for the ERA2 Emergency Rental Assistance Project over the entire period of performance is less than the total cumulative amount obligated for administrative expenses.

- **Example 3**: The Portal will show a data validation error when the Recipient reports that the total cumulative dollar amount of ERA2 funds paid (expended) for housing stability services for the ERA2 Emergency Rental Assistance Project over the entire period of performance is less than the cumulative amount obligated for housing stability services.

When ready, click the “Next” button to go to the Performance and Financial Reporting tab.

X. Performance and Financial Reporting Tab

In this Tab, you will report on the overall cumulative performance and financial information for the ERA2 award overall (see Figure 84).

This Tab includes five segments:

- Performance Narrative
- Narrative on Effective Practices
- Federal Financial Reporting
- Participant Household Payment Data File
- Recipient Comments (as needed)

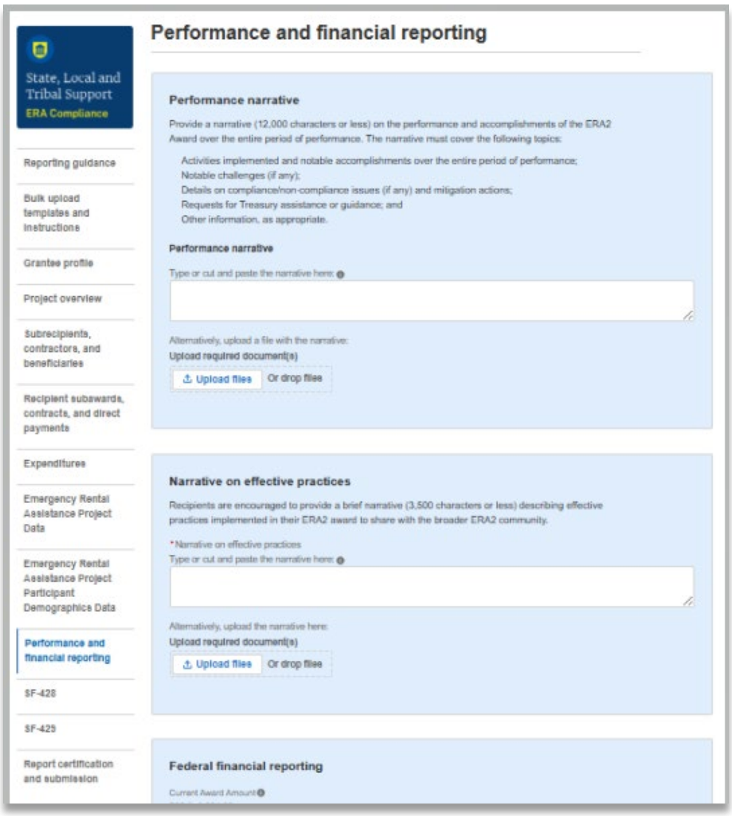


Figure 84 – Performance and Financial Reporting Tab

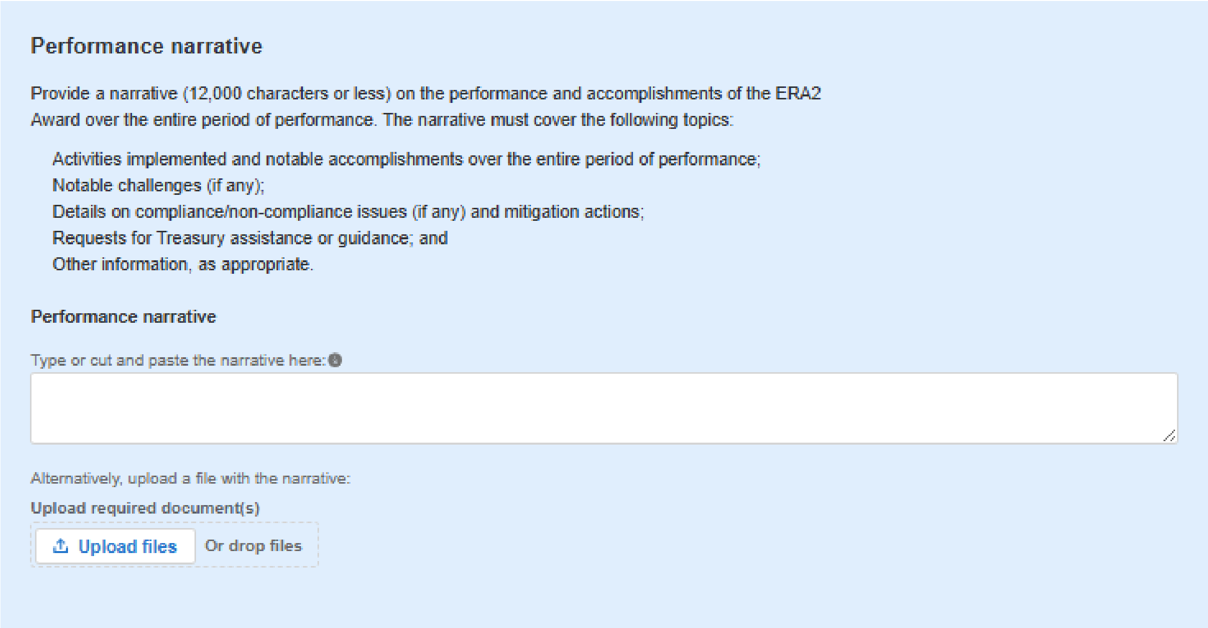
Performance Narrative

Please provide a narrative (or revise the previously submitted narrative) on the performance of the overall ERA2 activities relative to the outlined ERA2 goals and outcomes over the entire period of performance (see Figure 85).

Provide a narrative that discusses the ERA2 activities relative to the goals. Address all the listed relevant points.

Alternatively, you can upload the narrative via the "Upload Files" functionality.
For ease of tracking, please use the following naming convention:

ERA2-XXXX_Performance_Narrative_Final Report.


Performance narrative

Provide a narrative (12,000 characters or less) on the performance and accomplishments of the ERA2 Award over the entire period of performance. The narrative must cover the following topics:

Activities implemented and notable accomplishments over the entire period of performance;
Notable challenges (if any);
Details on compliance/non-compliance issues (if any) and mitigation actions;
Requests for Treasury assistance or guidance; and
Other information, as appropriate.

Performance narrative

Type or cut and paste the narrative here:

Alternatively, upload a file with the narrative:

Upload required document(s)

Upload files Or drop files

Figure 85 – Performance Narrative

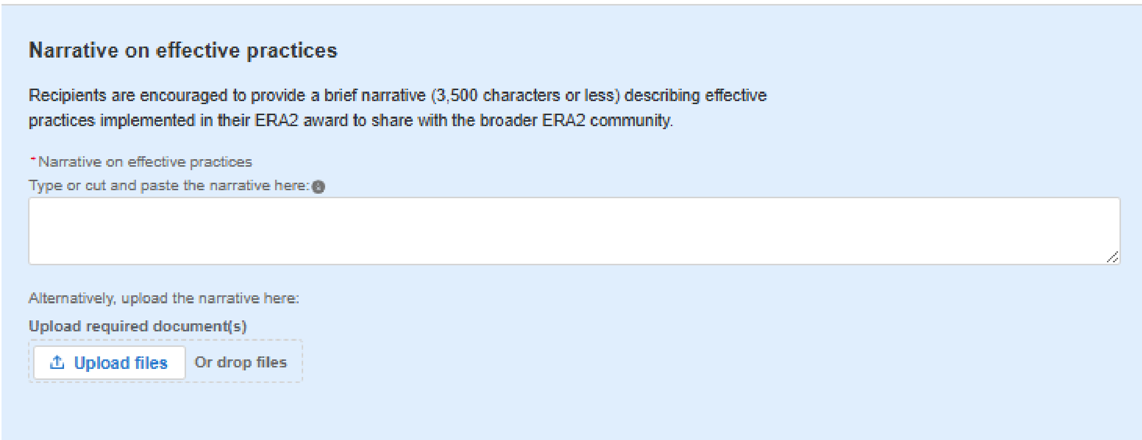
Narrative on Effective Practices

We encourage you to provide information on any practices you have used in administering the ERA2 award that you consider “effective practices” that may be helpful and shared with policymakers and practitioners.

Provide a brief explanation on any “effective practices” used when administering any aspect of the ERA2 award including any component ERA2 Projects (see Figure 86).

Alternatively, upload your effective practices narrative via the “Upload Files” functionality. For ease of tracking, please using the following standard file naming convention:

ERA2-XXXX_Effective_Practices_ Closeout_Report


Narrative on effective practices

Recipients are encouraged to provide a brief narrative (3,500 characters or less) describing effective practices implemented in their ERA2 award to share with the broader ERA2 community.

*Narrative on effective practices

Type or cut and paste the narrative here:

Alternatively, upload the narrative here:

Upload required document(s)

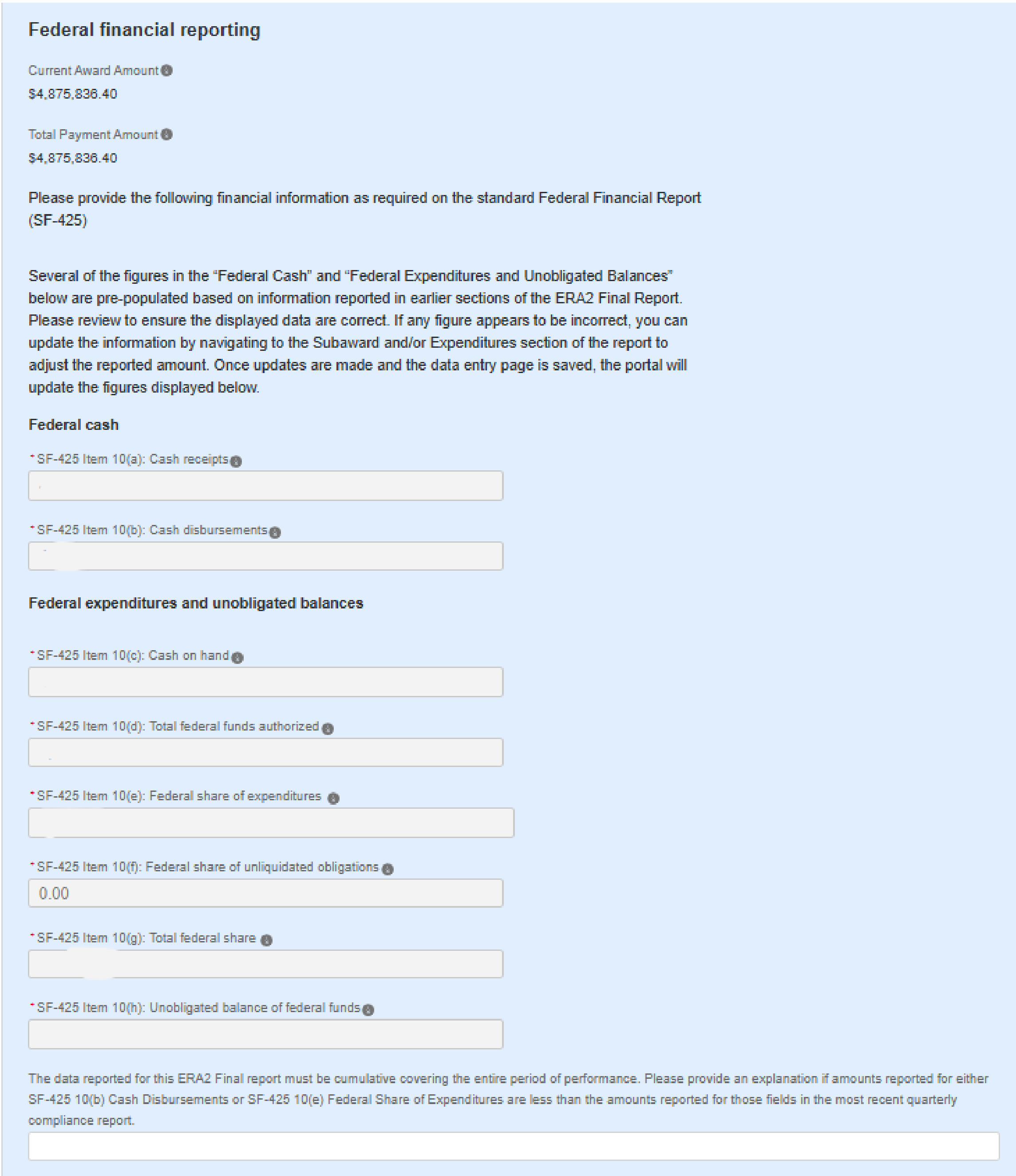
Upload files Or drop files

Figure 86 – Narrative on Effective Practices

Federal Financial Reporting

ERA2 Recipients must provide financial information as required on the standard Federal Financial Report (SF-425) (see Figure 87).

Near the top of the screen, the Portal will display the **Total Award Amount** and the **Total Payment Amount**, which will be prepopulated by the Portal based on Treasury's records. ERA2 Recipients should review the amount displayed on the Portal for accuracy and contact emergencyrentalassistance@Treasury.gov if those fields appear to be incorrect.



Federal financial reporting

Current Award Amount

$4,875,836.40

Total Payment Amount

$4,875,836.40

Please provide the following financial information as required on the standard Federal Financial Report (SF-425)

Several of the figures in the "Federal Cash" and "Federal Expenditures and Unobligated Balances" below are pre-populated based on information reported in earlier sections of the ERA2 Final Report. Please review to ensure the displayed data are correct. If any figure appears to be incorrect, you can update the information by navigating to the Subaward and/or Expenditures section of the report to adjust the reported amount. Once updates are made and the data entry page is saved, the portal will update the figures displayed below.

Federal cash

* SF-425 Item 10(a): Cash receipts

* SF-425 Item 10(b): Cash disbursements

Federal expenditures and unobligated balances

* SF-425 Item 10(c): Cash on hand

* SF-425 Item 10(d): Total federal funds authorized

* SF-425 Item 10(e): Federal share of expenditures

* SF-425 Item 10(f): Federal share of unliquidated obligations

0.00

* SF-425 Item 10(g): Total federal share

* SF-425 Item 10(h): Unobligated balance of federal funds

The data reported for this ERA2 Final report must be cumulative covering the entire period of performance. Please provide an explanation if amounts reported for either SF-425 10(b) Cash Disbursements or SF-425 10(e) Federal Share of Expenditures are less than the amounts reported for those fields in the most recent quarterly compliance report.

Figure 87 – Federal Financial Reporting

Federal cash:

- Cash Receipts (SF-425 Item 10a)
- Cash Disbursements (SF-425 Item 10b)

Federal expenditures and unobligated balances:

- Cash on Hand (SF-425 10c)
- Total Federal funds authorized (SF-425 Item 10d)
- Federal share of expenditures (SF-425 Item 10e)
- Federal share of unliquidated obligations (SF-425 Item 10f)
- Total Federal Share (Sum of SF-425 items 10e and 10f)
- Unobligated balance of Federal Funds (SF-425 Item 10d minus 10g)

Participant Household Payment Data

All ERA2 Recipients must provide a Participant Household Payment Data File containing details on each payment made to each unique household that has received, either directly or indirectly, a payment of ERA2 award funds from the subject ERA2 Emergency Rental Assistance Project over the entire period of performance.

It is very important that Recipients submit the Participant Household Payment Data using Template 7. Please be sure to populate Template 7 with complete cumulative data and in the correct format (see Figure 88).

ERA2 Recipients **must use the bulk file upload capability to submit the required data**.

To upload a completed Participant Household Payment Data section, click the ***Upload Files*** icon (see Figure 88) and attach the Participant Household Payment Data File (*.csv). The file can be downloaded by clicking the ***Download Participant Household Payment Data*** icon.

Helpful Resources:

- ***Checklist for Preparing and Submitting Template 7 (PHPDF)***
- **Template 7 Guide**
- **Downloadable Blank Template 7 F (Excel Doc)**

You can replace an uploaded PHPDF for the ERA2 Final Report until you officially certify and submit the report. If you do so, *delete the originally uploaded file before uploading the revised version.*

For ease of tracking, please use the following standard file naming convention:

PHPDFFINALSLTXXXX.csv [do not include spaces]

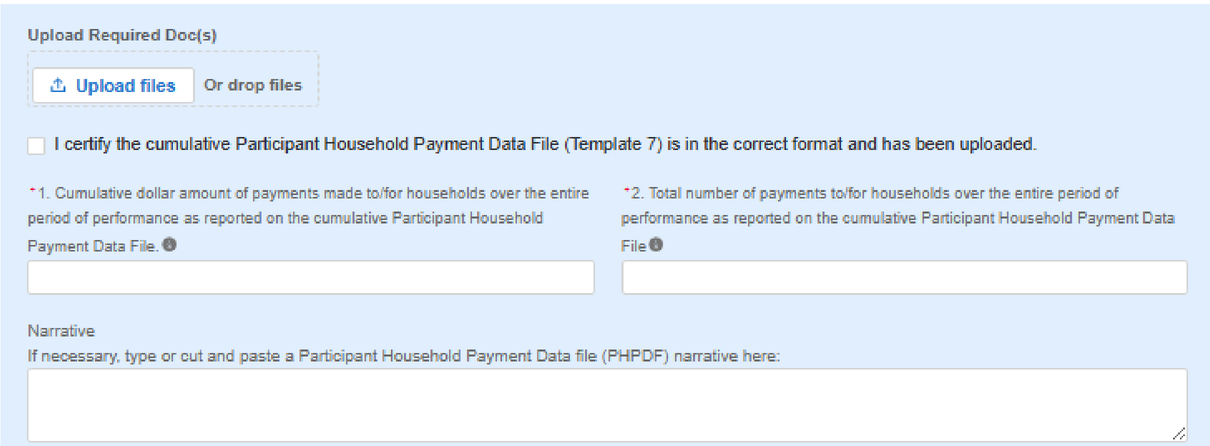


Figure 88 – Participant Household Payment Data File

Recipient Comments

Users may use the Recipient Comments section to provide any information or comments to Treasury about data being reporting, technical issues encountered with the Portal, or other aspects of the compliance reporting process.

Recipients are encouraged to provide any information deemed necessary to further explain any data or narrative responses submitted in the quarterly report as well. Users can upload a file or use the provided text box to provide comments (see Figure 89).

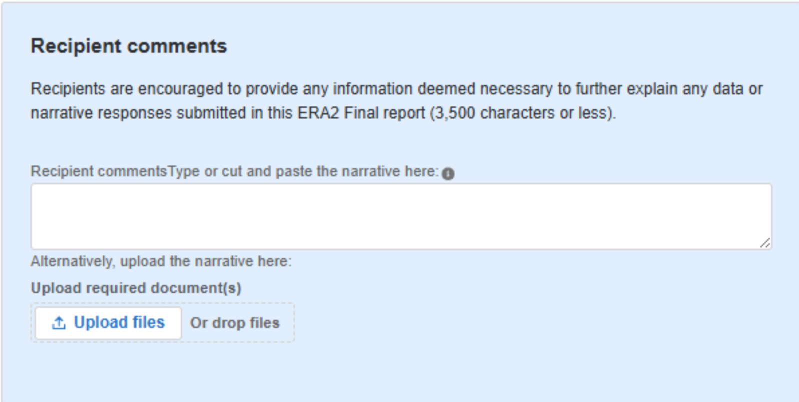
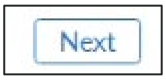


Figure 89 – Recipient Comments

Click the *Save* Performance and Financial Report button to record progress.

Click the *Next* button to advance to the Report Certification and Submission module.



XI: SF-428 Tab: Tangible Personal Property

All ERA2 Recipients must report on tangible personal property (equipment and supplies) acquired with ERA2 award funds during the award period of performance (see Figure 90). On this Tab, you will enter information related to tangible property consistent with the Tangible Personal Property Report (SF-428-B) form. The SF-428-B form is required if you acquired equipment with a per unit fair market value of $10,000 or greater with the ERA2 award or if you have residual unused supplies with the total aggregate value of $10,000 or greater that was acquired with the ERA2 award. ERA2 Recipients are responsible for reporting on behalf of their subrecipients if their Recipients used ERA2 award funds to acquire equipment or supplies or both.[4]

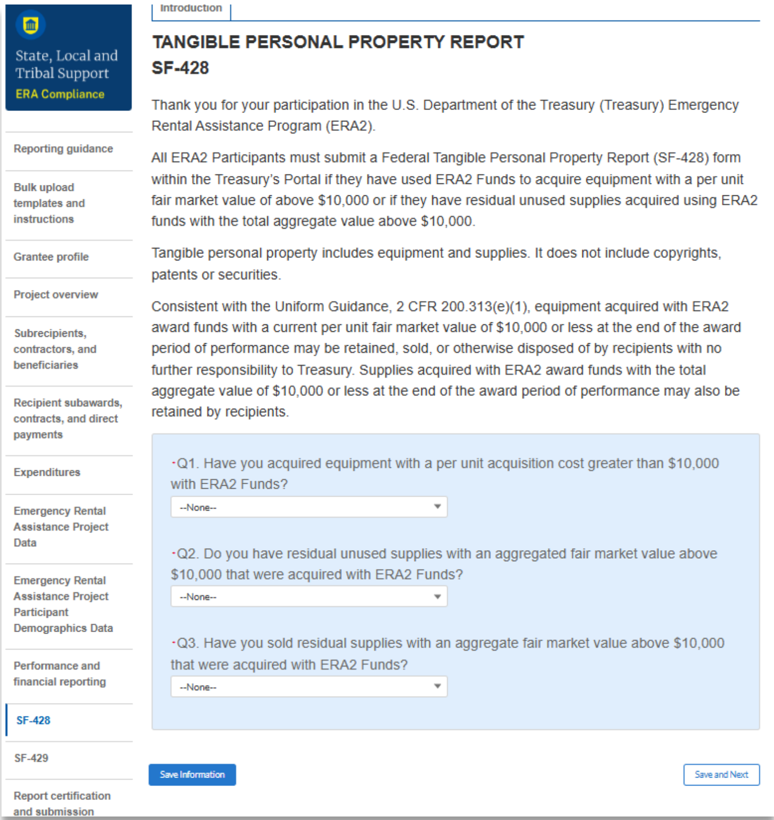


Figure 90 – SF-428 Tab: Tangible Personal Property

Per the Uniform Guidance, 2 CFR 200.1, tangible personal property includes equipment and supplies. It does not include copyrights, patents or securities. A computing device is considered a supply if the acquisition cost is less than $10,000 per unit, regardless of the length of its useful life.

Consistent with the Uniform Guidance, 2 CFR 200.313(e)(1) effective as of October 1, 2024 (89 FR 30046), equipment acquired with ERA2 award funds with a current per unit fair market value of $10,000 or less at the end of the award period of performance may be retained, sold, or otherwise disposed of by ERA2 Recipients with no further responsibility to Treasury. Supplies acquired with ERA2 award funds with the total aggregate value of $10,000 or less at the end of the award period of performance may also be retained by ERA2 Recipients with no further responsibility to Treasury. Treasury will provide disposition instructions to Recipients who report equipment with a current fair market value of more than $10,000 or unused supplies with a total aggregate value of more than $10,000.

[4] On August 13, 2025, Treasury notified ERA2 Recipients that Treasury will apply the 2024 revised 2 CFR 200.313(e) regarding equipment disposition and 2 CFR 200.314(a) regarding supplies to their ERA2 awards, which increased the disposition thresholds from $5000 to $10,000. This ERA2 Final Report User Guide includes those changes to the disposition thresholds, but the ERA2 Final Report in Treasury's Portal may reflect the old disposition thresholds of $5000 for equipment and supplies until Treasury completes its updates to Treasury's Portal to reflect the new disposition thresholds.

SF-428 Instructions

On this screen, you will be asked a series of questions related to equipment you acquired with ERA2 funds to determine whether you need to complete an SF-428 and whether you have further responsibility to Treasury related to equipment (see Figure 91).

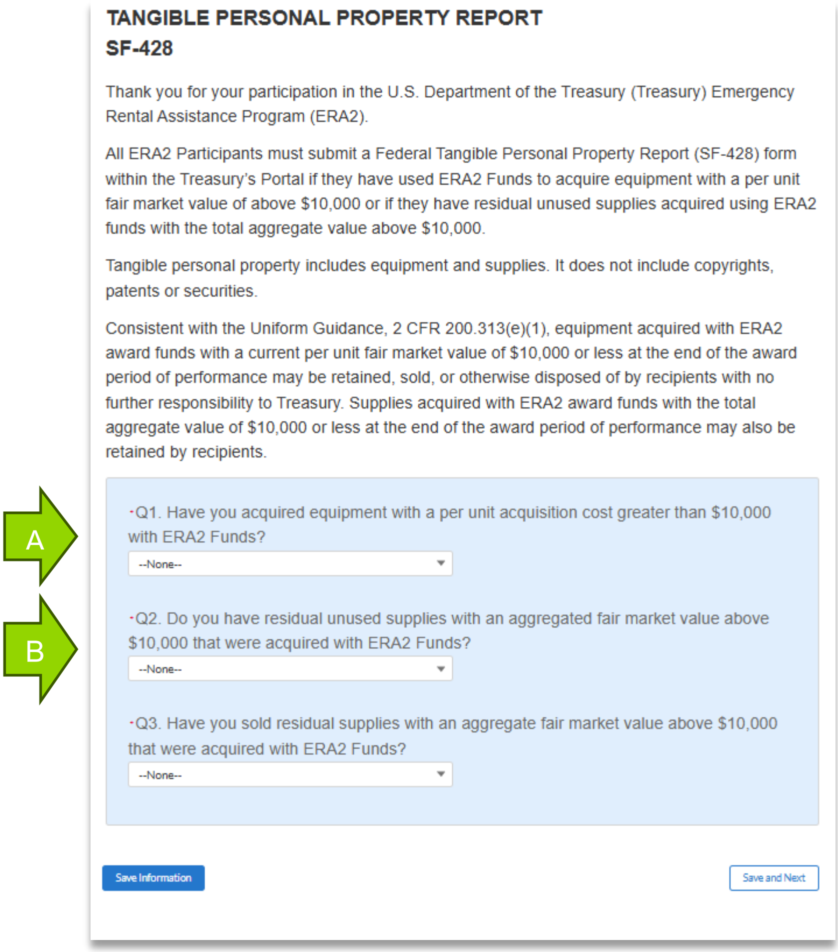


Figure 91 – SF-428 Tab: Opening Questions

These questions are dynamic; additional questions will appear depending on your answers:

A. **Q1. Have you acquired equipment with a per unit acquisition cost of greater than $10,000 with ERA2 Funds?** (Yes / No)
   1. *If you enter "no," you may continue to Q2 (step B).*
   2. *If you select "yes," a Tab will appear at the top of the form (arrow Ai) requiring you to fill out information for the SF-428S form (see SF-428S Instructions). Continue to Step B but <u>remember that you must complete the SF-425S after answering questions Q2 and Q3</u>.*

B. **Q2: Do you have residual unused supplies with an aggregate fair market value above $10,000 that were acquired with ERA2 funds?** (Yes / No)

1. *If you enter "No" to Q2, you move on to Question Q3 (step H).*
2. *If you enter "Yes" Q2, Q2(a) will be displayed*

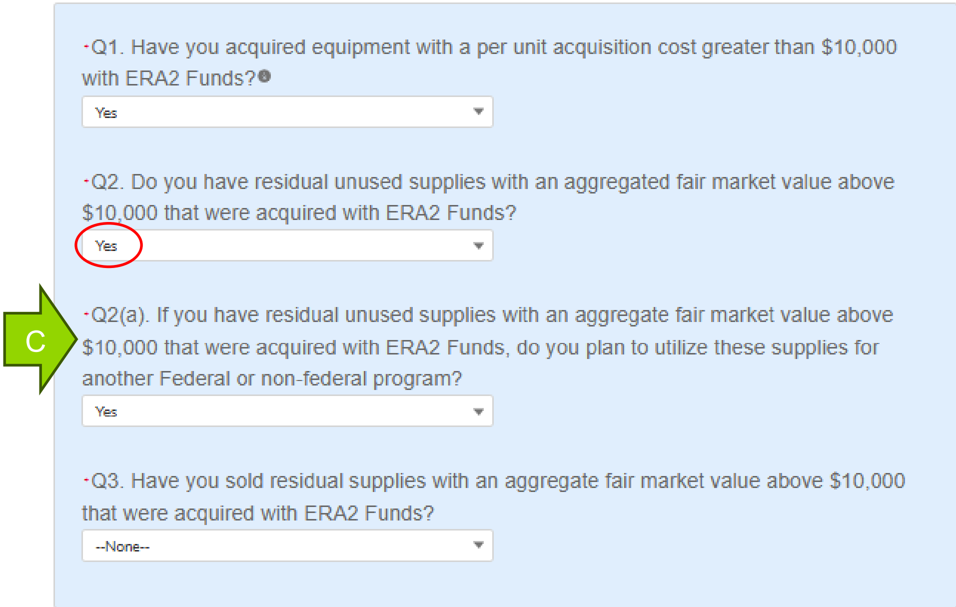


Figure 92 – SF-428 Tab: "Yes" to Q2 makes Q2(a) appear

C. **Q2(a): If you have residual unused supplies with an aggregate fair market value above $10,000 that were acquired with ERA2 Funds, do you plan to utilize these supplies for another Federal or non-federal program?** (Yes; No)

1. *If you enter "Yes" to Q2(a), move on to Question Q3 (step H)*
2. *If you enter "No" to Q2(a), Q2(b), Q2(c), and Q2(d) will be displayed.*

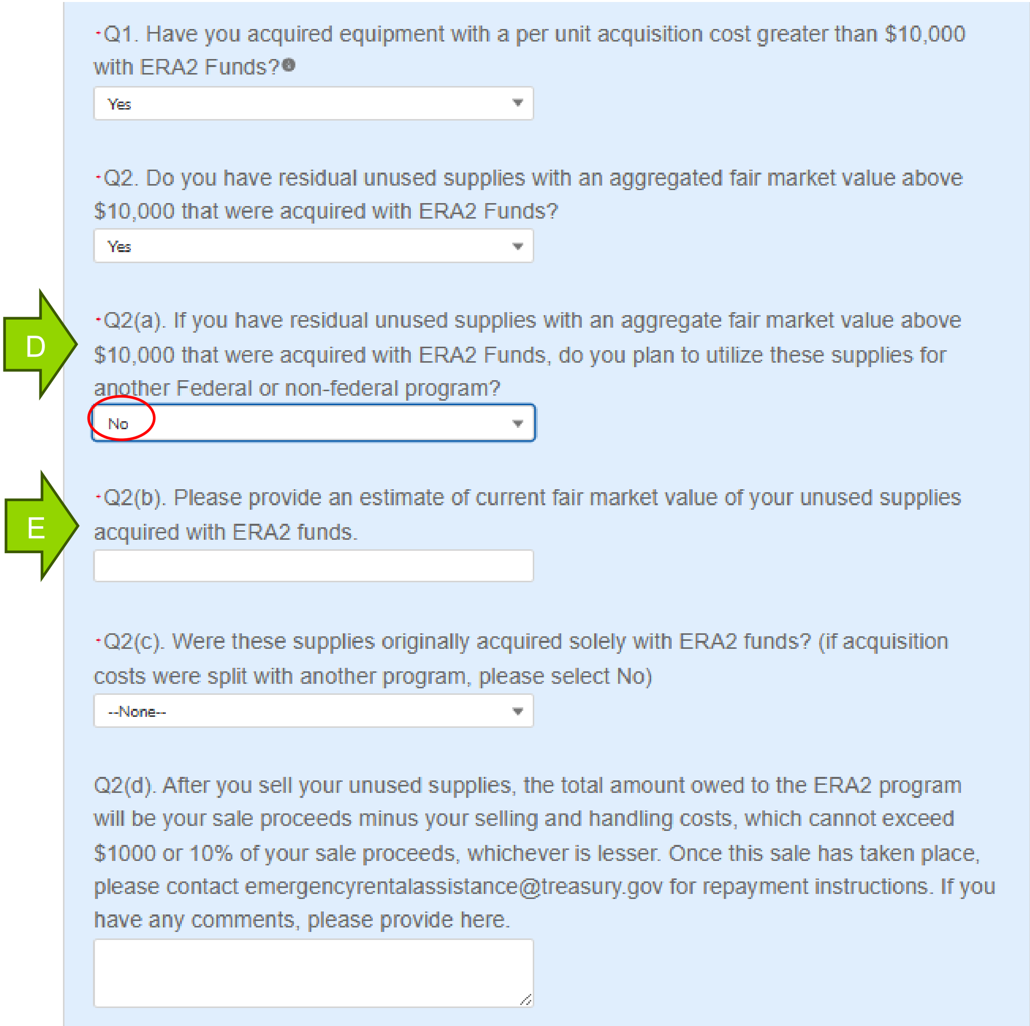


Figure 93 – SF-428 Tab: "No" to Q2(a) makes Q2(b)-Q2(d) appear

D. **Q2(b). Please provide an estimate of current fair market value of your unused supplies acquired with ERA2 funds.** Enter dollar amount

E. **Q2(c). "Were these supplies originally acquired solely with ERA2 funds?** (if acquisition costs were split with another program, please enter No). (Yes; No)"

1. *If you enter "Yes" to Q2(c), move on to Q2(d).*
2. *If you enter "No" to Q2(c), Q2(c)i will be displayed.*

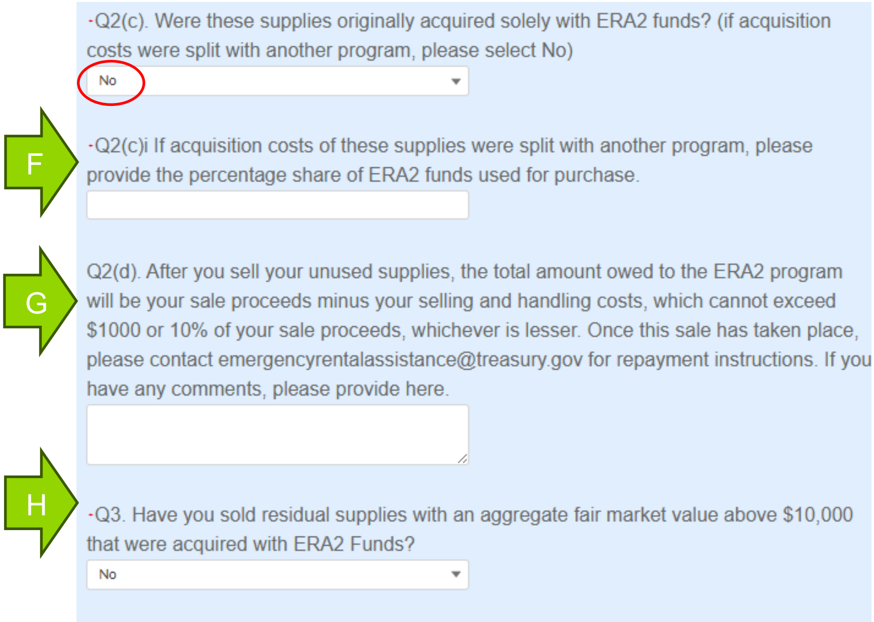


Figure 94 – SF-428 Tab: "No" to Q2(c) makes Q(c)i appear

F. Q2(c)i. If acquisition costs of these supplies were split with another program, please provide the percentage share of ERA2 funds used for purchase.

G. Q2(d). After you sell your unused supplies, the total amount owed to the ERA2 program will be your sales proceeds minus your selling and handling costs, which cannot exceed $1000 of your sale proceeds, whichever is lesser. Once this sale has taken place, please contact emergencyrentalassistance@treasury.gov for repayment instructions. If you have any comments, please provide here.

H. Q3. Have you sold residual supplies with an aggregate fair market value above $10,000 that were acquired with ERA2 funds? (Yes / No)

1. *If you respond "No," you can click "Save Information" and continue to the SF-429S Tab (if applicable) at the top of screen or continue to the SF-429 Tab.*
2. *If you respond "Yes" to Q3, Q3(a), Q3(b), Q3(c), and Q3(d) will be displayed*

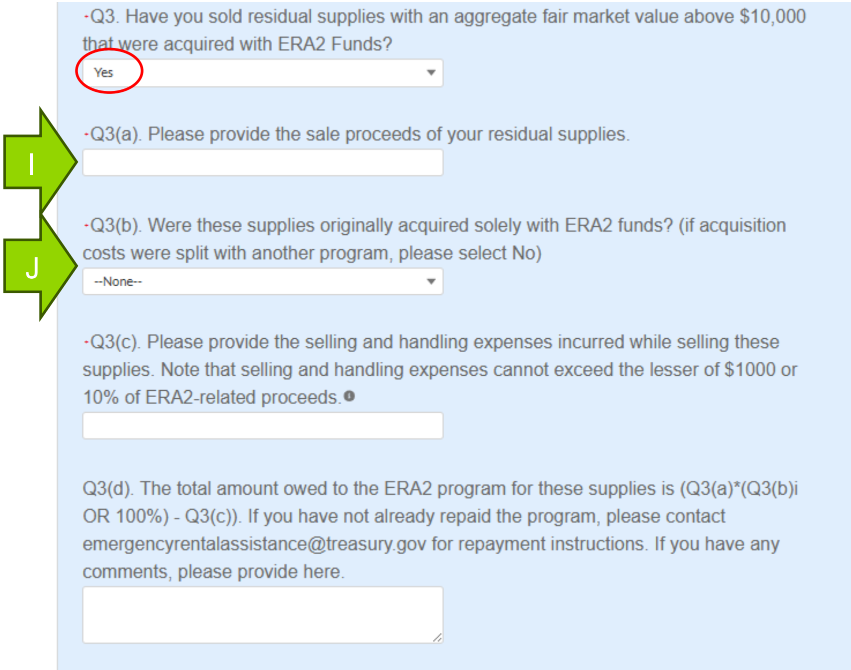


Figure 95 – SF-428 Tab: "Yes" to Q3 makes Q3(a)-Q3(d) appear

I. Q3 (a) Please provide the sale proceeds of your residual supplies. Enter dollar amount

J. Q3 (b) Where these supplies originally acquired solely with ERA2 funds? (if acquisition costs were split with another program, please select No.)

1. *If you respond "Yes" to question, move on to Q3(c).*
2. *If you respond "No" to question Q3(b), Q3(b)i will be displayed.*

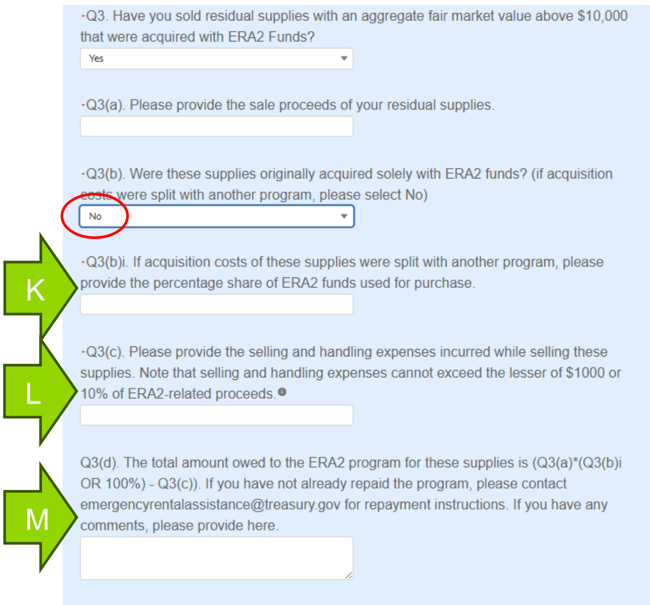
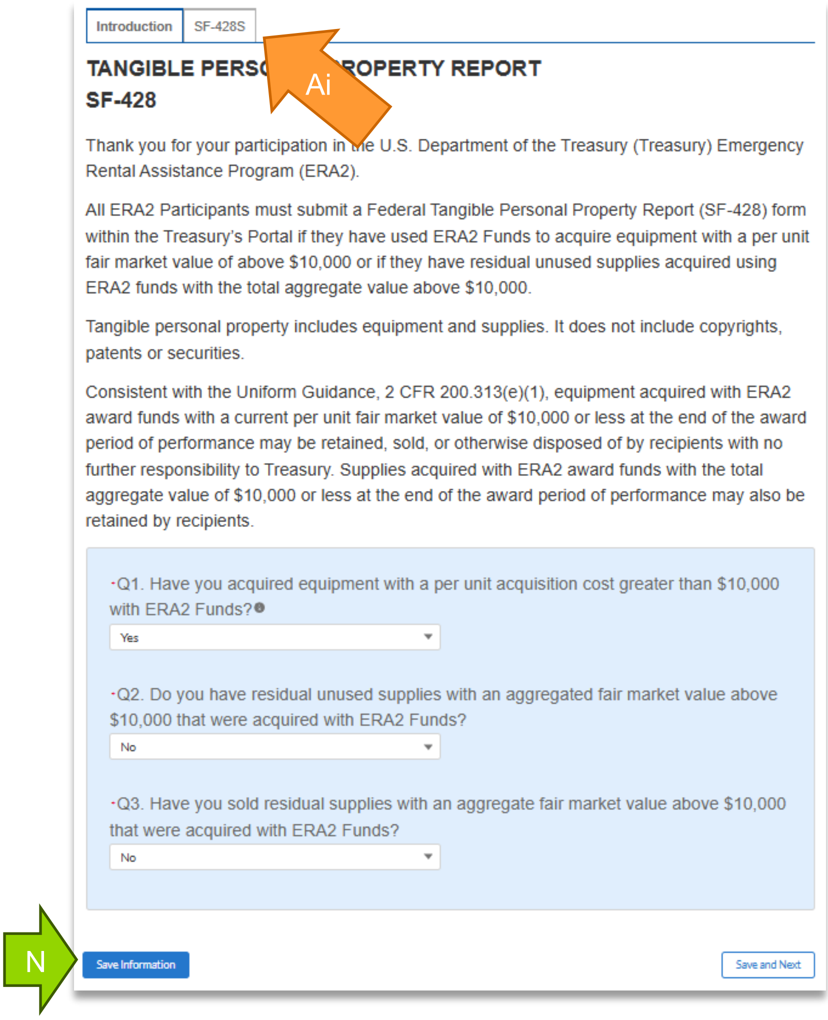


Figure 96 – SF-428 Tab: No to Q3(b) will make Q3(b)i appear

K. **Q3(b)i. If acquisition costs of these supplies were split with another program, please provide the percentage share of ERA2 funds used for purchase.**

L. **Q3 (c). Please provide the selling and handling expenses incurred while selling these supplies**. Note that selling and handling expenses cannot exceed the lesser of $1000 or 10% of ERA2-related proceeds.

M. **Q3 (d). The total amount owed to the ERA2 program for these supplies if (Q3(a)*(Q3(b)I OR 100%) - Q3(c)).** If you have not already repaid the program, please contact EmergencyRentalAssistance@Treasury.gov for repayment instructions. If you have any comments, please provide here.



Introduction | SF-428S

TANGIBLE PERSONAL PROPERTY REPORT

SF-428

Thank you for your participation in the U.S. Department of the Treasury (Treasury) Emergency Rental Assistance Program (ERA2).

All ERA2 Participants must submit a Federal Tangible Personal Property Report (SF-428) form within the Treasury's Portal if they have used ERA2 Funds to acquire equipment with a per unit fair market value of above $10,000 or if they have residual unused supplies acquired using ERA2 funds with the total aggregate value above $10,000.

Tangible personal property includes equipment and supplies. It does not include copyrights, patents or securities.

Consistent with the Uniform Guidance, 2 CFR 200.313(e)(1), equipment acquired with ERA2 award funds with a current per unit fair market value of $10,000 or less at the end of the award period of performance may be retained, sold, or otherwise disposed of by recipients with no further responsibility to Treasury. Supplies acquired with ERA2 award funds with the total aggregate value of $10,000 or less at the end of the award period of performance may also be retained by recipients.

*Q1. Have you acquired equipment with a per unit acquisition cost greater than $10,000 with ERA2 Funds?

Yes

*Q2. Do you have residual unused supplies with an aggregated fair market value above $10,000 that were acquired with ERA2 Funds?

No

*Q3. Have you sold residual supplies with an aggregate fair market value above $10,000 that were acquired with ERA2 Funds?

No

Save Information

Save and Next

Figure 97 – SF-428 Tab: Record Progress and click on SF-425S (if you answered "Yes" to Q1)

N. **Click the Save Performance and Financial Report button to record progress.** *If you need to complete SF-425S, please click on the SF-428S tab on the top of the form, next to the Introduction tab – (see Figure 97, Ai (the orange arrow)).*

SF-428S Instructions

If you indicated on Questions 1 on the SF-428 questions discussed above that you have acquired equipment with a per unit cost of greater than $10,000 with ERA2 Funds, a new Tab labeled, “SF-428S” will appear on the page header, as shown in Figure 97.

On the SF-428S screens, you will be asked to enter information about individual pieces of equipment you acquired with a per unit acquisition cost greater than $10,000 with ERA2 funds.

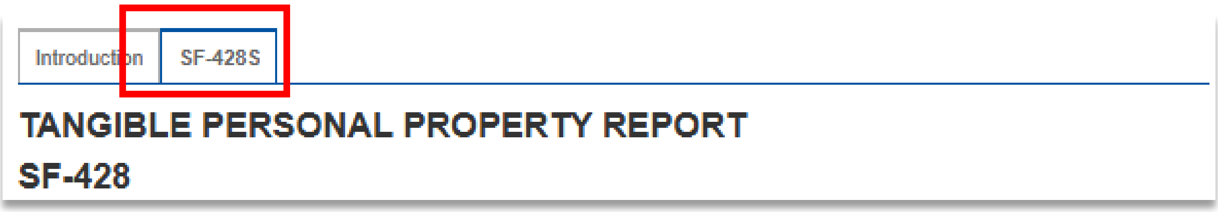


Figure 97 – Header on SF-428S Screens

Click on the Tab “SF-428S” shown in Figure 98 to display the guidance for the SF-428S questions.

When ready to enter the required data, click on the button labeled, “Add New Equipment” that appears on the display below the on-screen guidance as shown in Figure 98.

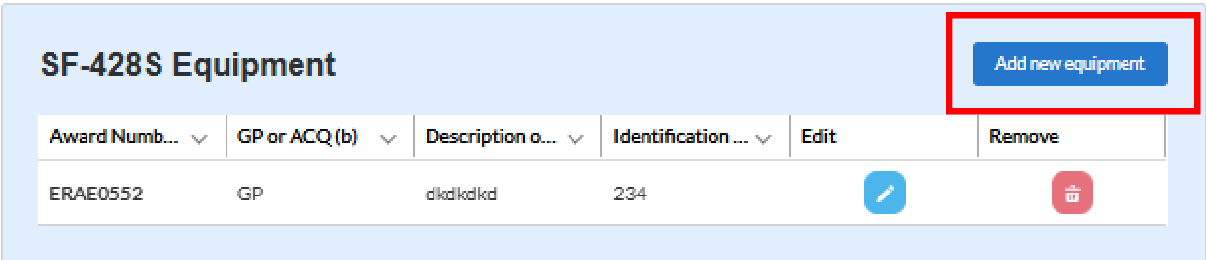


Figure 98 – Button for Adding Information on Equipment

When you click the “Add new equipment” button the Portal will display the Add/Edit SF-428S Equipment screen as shown in Figure 99 below.

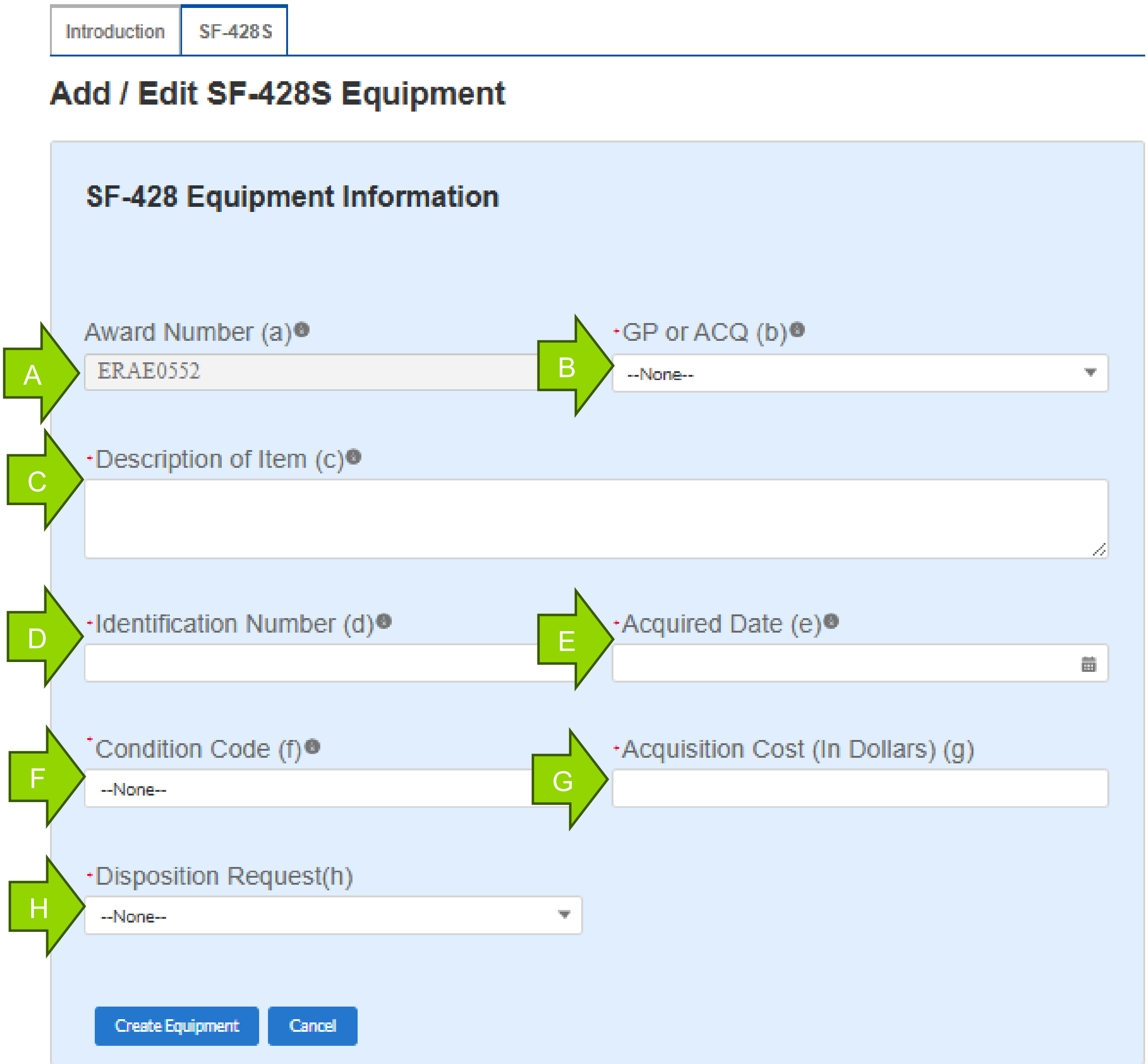


Figure 99 – Add / Edit Input screen for SF-428S Equipment

You should create an SF-428S record for each piece of equipment you acquired with a per unit acquisition cost greater than $10,000 with ERA2 funds.

If you have more than one piece of equipment, you will need input the required data for the first piece of equipment, then click “Add new equipment” to enter responses for the next piece of equipment.

If the need arises, you may edit or delete existing equipment.

When ready to enter the SF-428S for each piece of equipment, selected the “Add new Equipment,” The Portal will display a series of questions shown in Figure 99.

Using the SF-428S screen, please enter the following information about each piece of equipment separately:

A. **Award Number.** This field will be pre-populated with your ERA2 FAIN.

B. **GP or ACQ.** Enter GP if the item is Federally owned property. Note: Federally owned property consists of items furnished by the Federal Government for use on the award identified in Block 1 or Column a. Enter ACQ if the item was acquired with award funds.

C. **Description of item.** Provide a brief description of the item, including **Fair Market Value ($$).**

D. **Identification Number.** Enter the manufacturer's serial number, model number, Federal stock number, national stock number, or other identification number.

E. **Acquisition Date.** Enter the date the item was acquired by the Recipient. For items furnished by the Federal Government, enter the date received by the Recipient.

F. **Condition Code.** Enter the applicable condition code from the following list:

   Code Description

   1 Excellent. Property that is in new condition or unused condition and can be used immediately without modification or repairs.

   4 Usable. Property which shows some wear but can be used without significant repair.

   7 Repairable. Property which is unusable in its current condition but can be economically impaired.

   X Salvage. Property which has value more than its basic material content, but repair or rehabilitation is impractical and/or uneconomical.

   S Scrap. Property which has no value except for its basic material content.

G. **Acquisition Cost.** Enter the item acquisition cost.

H. **Disposition Request.** Indicate the type of disposition requested for each item from the following list:
   - Retain item for another Federal or non-Federal program.
     - *If selected, the Portal will also display the question*:
       Please provide the name of the program and note whether it is a federal or non-federal program. (see Figure 100)
     - Manually type the name of the program and whether it is a federal or non-federal program in the data entry field.
   - Have already sold item for sales price greater than $10,000.
   - Have already sold item for sales price less than or equal to $10,000.
   - Plan to sell them

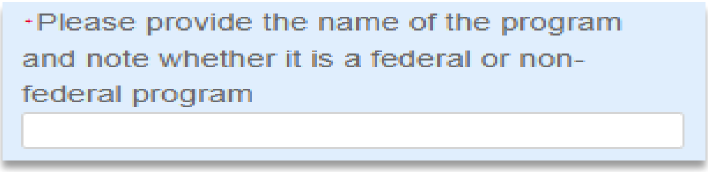
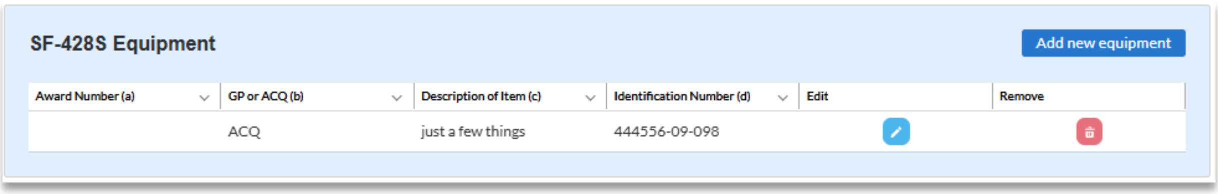


Figure 100 – SF-428 Equipment Information Additional Information on Disposition Request

After completing the on-screen form for a piece of equipment, click on the “Create Equipment” button at the lower left corner of the on-line form.

The Portal will review the submitted data and identify any items that need attention. After you have completed the form completely, a summary Table will display brief information about each piece of equipment you entered, as shown in Figure 101 below. You can click the pencil icon to edit the information, and you can remove the information about any individual piece of equipment by clicking the “Remove” button.

If you would like to provide information for other equipment, click the “Add New Equipment” button to display a new form for submitting information about the additional equipment.



Award Number (a)	GP or ACQ (b)	Description of Item (c)	Identification Number (d)	Edit	Remove
	ACQ	just a few things	444556-09-098		

Figure 101 – SF428 Questions Continued

Once you have submitted information on all equipment, select “Next” to continue.

XII. SF-429: Real Property Status Report Tab

Navigating the SF-429 section tabs

There are four sections that are associated with the *SF-429 Tab*. On the opening page, you will see only the "Introduction" section tab. The other three sections are "dynamic" in that they appear as you complete the required SF-429 information (see Figure 102).

If you have constructed, rehabilitated, preserved, or acquired real property, you should create an SF-429 record for **each property**.

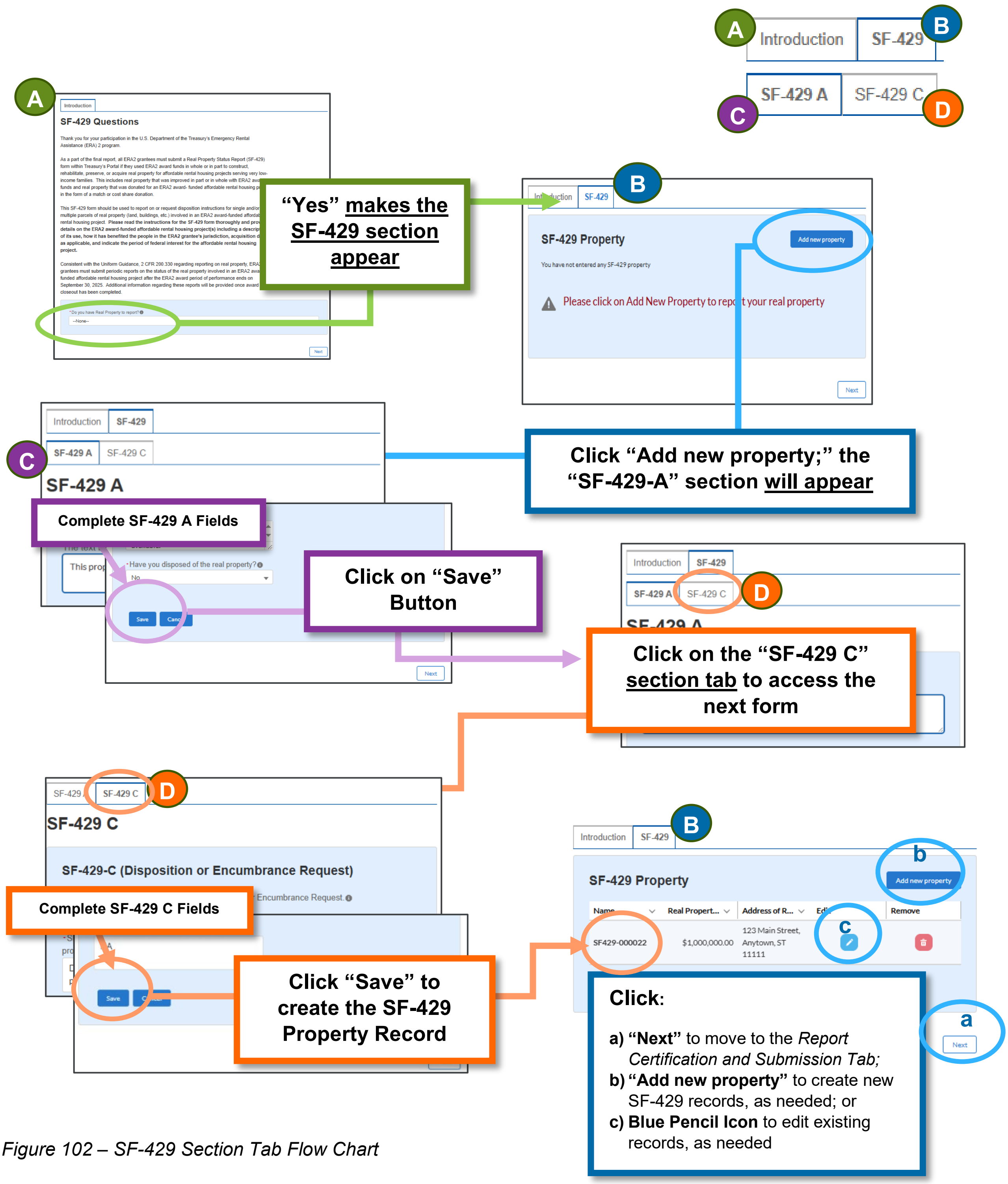


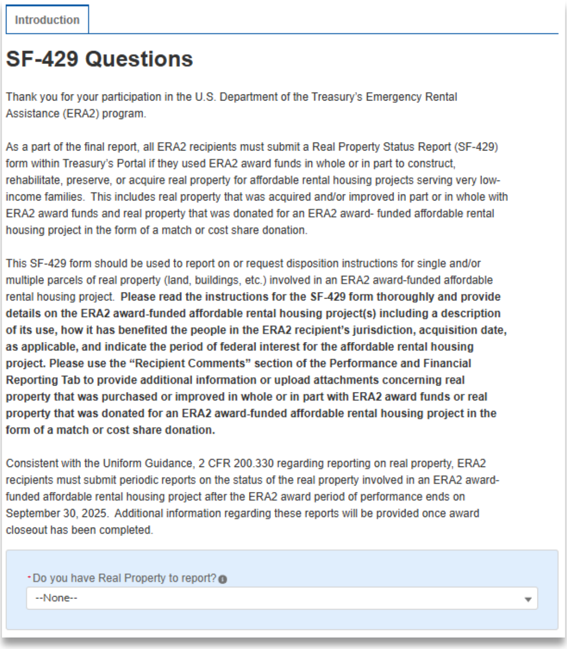
Figure 102 – SF-429 Section Tab Flow Chart

SF-429 Detailed Instructions

Introduction Section

The input screen for the SF-429 questions will appear when you click on the SF-429 Tab (see Figure 103). The opening text provides important information for you to assess whether you need should select “yes” to the question “Do you have Real Property to report?”

> *As part of the ERA2 Final Report, all ERA2 Recipients must submit a Real Property Status Report (SF-429) form within Treasury’s Portal if they used ERA2 award funds in whole or in part to construct, rehabilitate, preserve, or acquire real property for affordable rental housing projects serving very low-income families. This includes real property that was acquired and/or improved in part or in whole with ERA2 award funds and real property that was donated for an ERA2 award-funded Affordable Rental Housing Project in the form of a match or cost share donation.*
>
> *The SF-429 form should be used to report on or request disposition instructions for single and/or multiple parcels of real property (land, buildings, etc.) involved in an ERA2 award-funded Affordable Rental Housing Project.*


Introduction

SF-429 Questions

Thank you for your participation in the U.S. Department of the Treasury's Emergency Rental Assistance (ERA2) program.

As a part of the final report, all ERA2 recipients must submit a Real Property Status Report (SF-429) form within Treasury's Portal if they used ERA2 award funds in whole or in part to construct, rehabilitate, preserve, or acquire real property for affordable rental housing projects serving very low-income families. This includes real property that was acquired and/or improved in part or in whole with ERA2 award funds and real property that was donated for an ERA2 award- funded affordable rental housing project in the form of a match or cost share donation.

This SF-429 form should be used to report on or request disposition instructions for single and/or multiple parcels of real property (land, buildings, etc.) involved in an ERA2 award-funded affordable rental housing project. **Please read the instructions for the SF-429 form thoroughly and provide details on the ERA2 award-funded affordable rental housing project(s) including a description of its use, how it has benefited the people in the ERA2 recipient's jurisdiction, acquisition date, as applicable, and indicate the period of federal interest for the affordable rental housing project. Please use the “Recipient Comments” section of the Performance and Financial Reporting Tab to provide additional information or upload attachments concerning real property that was purchased or improved in whole or in part with ERA2 award funds or real property that was donated for an ERA2 award-funded affordable rental housing project in the form of a match or cost share donation.**

Consistent with the Uniform Guidance, 2 CFR 200.330 regarding reporting on real property, ERA2 recipients must submit periodic reports on the status of the real property involved in an ERA2 award-funded affordable rental housing project after the ERA2 award period of performance ends on September 30, 2025. Additional information regarding these reports will be provided once award closeout has been completed.

*Do you have Real Property to report?

--None--

Figure 103 – SF-429 Input Screen

> *ERA2 Recipients should read the instructions for reporting on the SF-429 form thoroughly and provide details on the ERA2 award-funded Affordable Rental Housing Project(s) including a description of its use, how it has benefitted the people in the ERA2 Recipients’s jurisdiction, the acquisition date, as applicable, and indicate the period of federal interest for the Affordable Rental Housing Project.*
>
> *Consistent with the Uniform Guidance, 2 CFR 200.330 regarding reporting on real property, ERA2 Recipients should be prepared to submit periodic reports on the status of the real property involved in an ERA2 awarded-funded Affordable Rental Housing Project after the ERA2 award period of performance ends on September 30, 2025. Additional information regarding these reports may be provided once award closeout has been completed.*

To complete the Introductory Section of the SF- 429 Tab:

1) Respond to the question on the SF-429 Input Screen, “Do you have Real Property to report?” (Yes; No). See Figure 104. **This question is required for all ERA2 Recipients.**

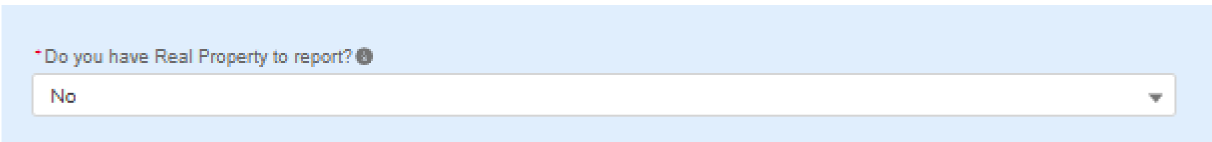


Figure 104 – SF-429 Question on Real Property

➔ If you respond, “No,” please click on the “Next” button at the right lower section of the page to continue to the next Tab. **You have completed this portion of the Report.**

➔ **If you respond, “Yes,”** the SF-429 section tab will appear at the top of the screen next to the “Introduction” section tab (see Figure 105).

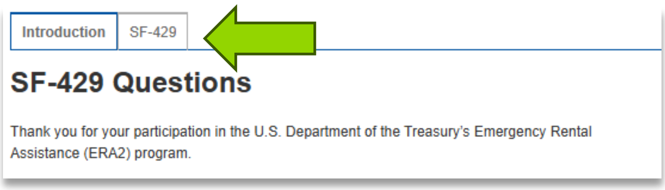


Figure 105 – SF-429 section tab

2) After clicking on the SF-429 section tab, the portal will display the SF-429 Property Screen (see Figure 106). Click on the “Add New Property” button at the top right side of the new screen.

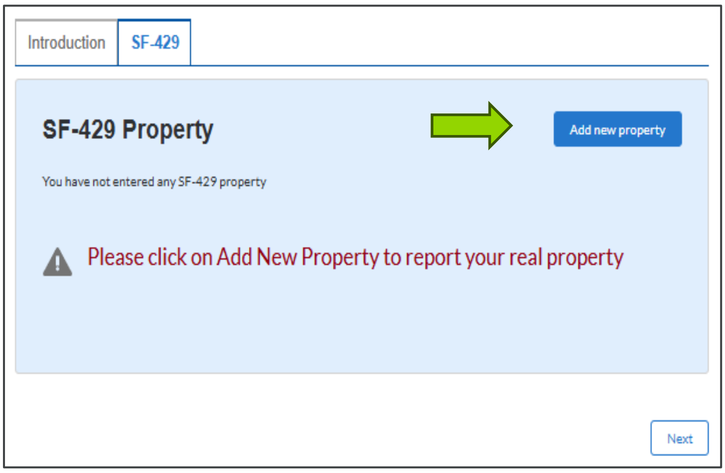


Figure 106 – SF-429 Property: Add new property

3) Upon clicking on the “Add new Property” button, the portal will display the “Add Your SF-429 Here” screen with the series of SF-429 A questions. See next section.

SF-429-A

After adding a new property, you will be asked to fill out questions that originate from the SF-429 A Form. These questions follow the same definitions as the standard form.

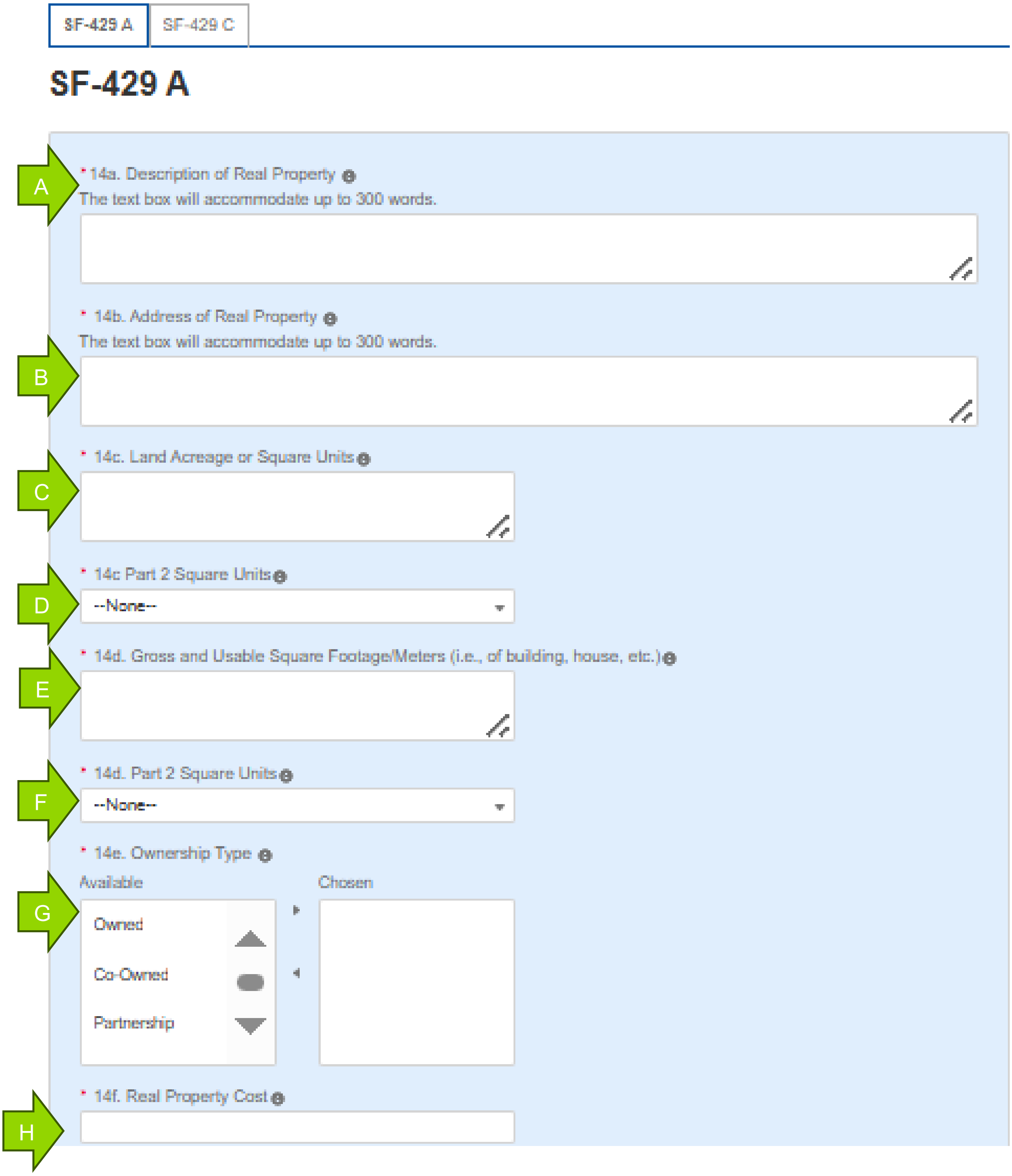


Figure 107 – SF-429A Fields (Image 1 of 8)

Recipients are required to respond to the following questions:

A. **SF-429-A Question 14a. Description of Real Property**. Describe the type of real property being reported (i.e., land, building, etc.) and provide a useful description of the real property (i.e. building number 17 at the National Research Center, Chapel Hill, NC). If the real property is being renovated or altered, also describe the nature of the work (i.e., major renovation of building 17.) The response is limited to 300 words

B. **SF-429-A Question 14b. Address of the Real Property**. Enter the legal description and complete address of each parcel of real property being reported including the street, city, state, county/parish, country, zip code, and physical location if an address is not available (i.e., latitude, longitude, lot number, parcel number, etc.). The response is limited to 700 characters.

C. **SF-429-A Question 14c. Land Acreage or Square Units**. Enter the size of the land on which the real property is located, in terms of measured acreage or square units (i.e. 1.5 acres, 0.8 sq. km., etc.).

D. **SF-429-A Question 14c Part 2 Square Units.** Identify the unit of measure. Use only one option, either acres, square kilometers, square feet, or square meters.
    - *Options are Acres, Square Feet, Square Kilometers, Square Meters*

E. **SF-429-A Question 14d Gross and Usable Square Footage/Meters.** Enter the gross and usable square footage/meters for each structure (i.e., of the building, house, etc.) being reported.

F. **SF-429-A Question 14d Part 2 Square Units.** Identify the unit of measure for 14d. Select only one, either square feet or square meters.
    - *Options are: Square Feet; Square Meters*

G. **SF-429-A Question 14e. Ownership Type.** Select the appropriate real property ownership type(s) from the picklist. If more than one type is applicable, select all that apply. If the ownership types listed do not apply, check " Other" and describe the ownership arrangement (e.g. Conservation Easement, etc.)
    - *Options are: Owned; Co-Owned; Partnership; Limited Liability Partnership (LLP); Other (if Other, you will need to provide an explanation)*

H. **SF-429-A Question 14f. Real Property Cost.** Enter the total cost of the real property acquired (purchase price only) or improved.
    - *Note: This field is used to validate costs reported in other sections of the SF-429*

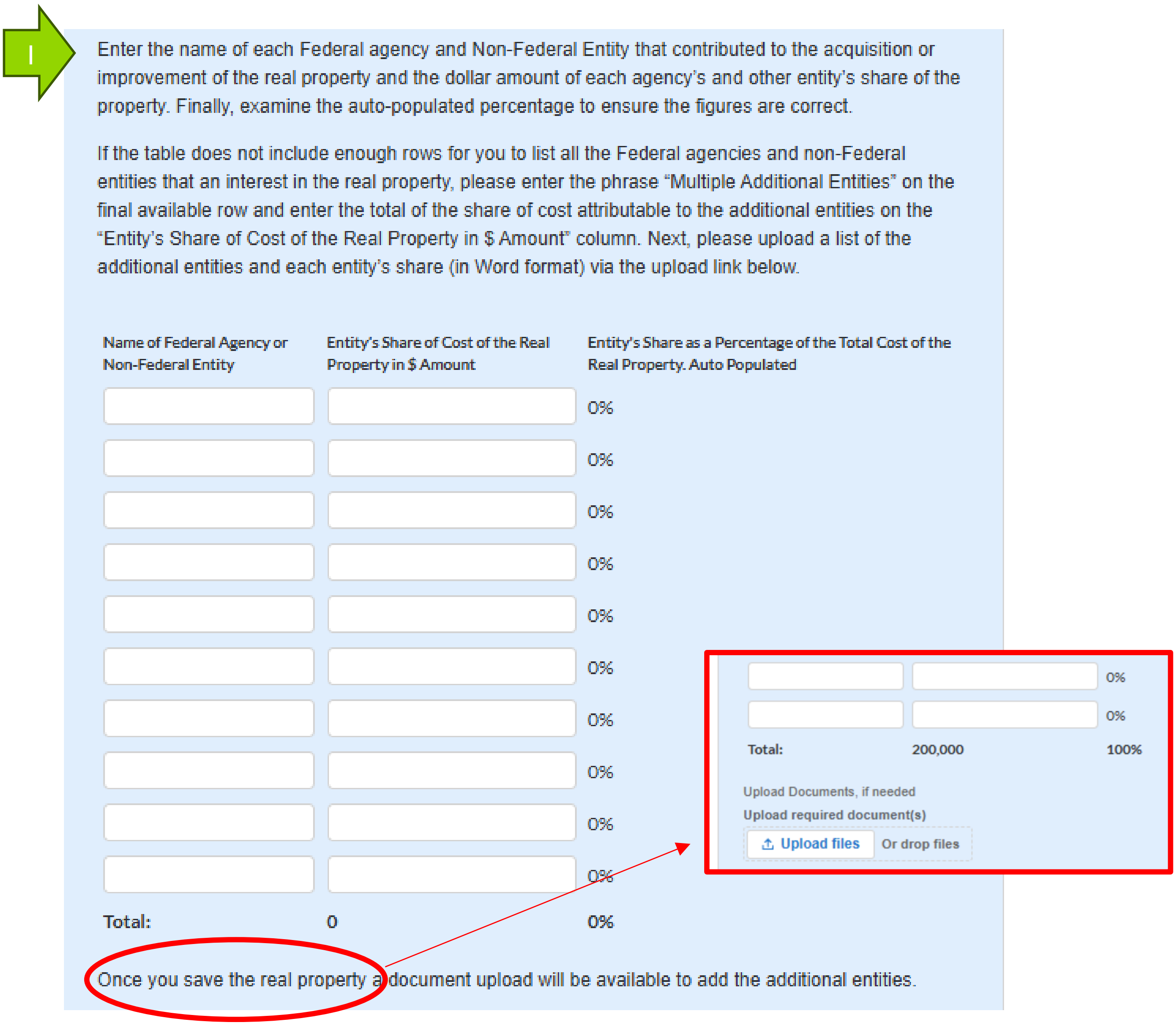
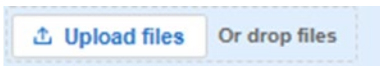


Figure 108 – SF-429A Fields (Image 2 of 8)

I. SF-429-A Question 14f Contributions by Entity Enter the name of each Federal agency and Non-Federal Entity that contributed to the acquisition or improvement of the real property and the dollar amount of each agency's and other entity's share of the property. Finally, examine the auto-populated percentage to ensure the figures are correct.

Note: If the table does not include enough rows for you to list all the Federal agencies and non-Federal entities that an interest in the real property, please enter the phrase "Multiple Additional Entities" on the final available row and enter the total of the share of cost attributable to the additional entities on the "Entity's Share of Cost of the Real Property in $ Amount" column. Next, please list those additional entities and each of those entities' share of (in Word format) via the upload link provided.



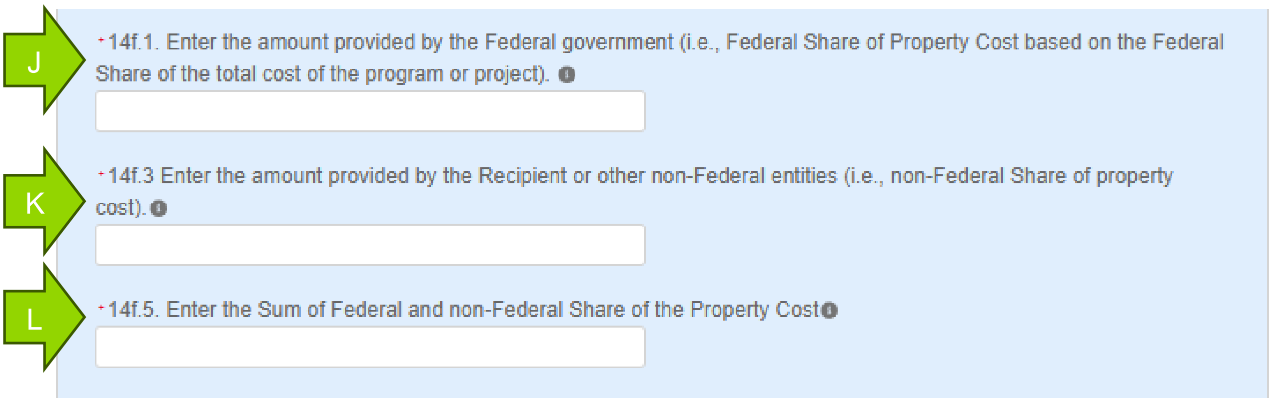


Figure 109 – SF-429A Fields (Image 3 of 8)

J. **SF-429-A Question 14f.1. Enter the amount provided by the Federal government** (i.e., Federal Share of Property Cost based on the Federal Share of the total cost of the program or project).

K. **SF-429-A Question 14f.3. Enter the amount provided by the Recipient or other non-Federal entities** (i.e., non-Federal Share of Property Cost.
   - *Note: you must enter a number here; enter 0 if no other entities provided funding*

L. **SF-429-A Question 14f.5. Enter the Sum of Federal and non-Federal Share of the Property Cost**
   - *Note: this sum should equal the amount reported in Question 14f*

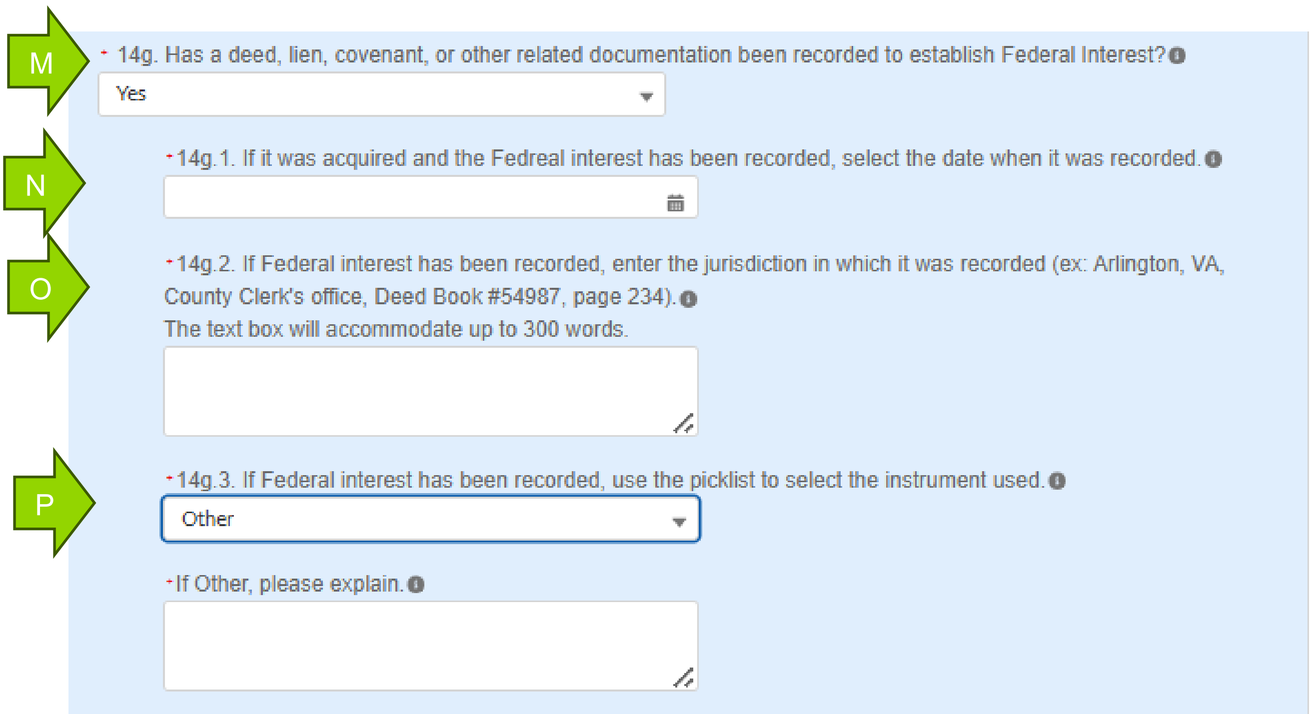


Figure 110 – SF-429A Fields (Image 4 of 8)

M. SF-429-A Question 14g. Has a deed, lien, covenant, or other related documentation been recorded to establish Federal Interest?

- *Select either "yes," "no," or "NA" from the picklist to indicate if the documentation has been recorded. If the awarding agency has not imposed the requirement to record Federal interest in the real property, check "NA".*
- ***If you select "no," you can move on to Question 14h.***

N. SF-429-A Question 14g.1. If Federal interest has been recorded, select the date when it was recorded. If it was acquired, Federal interest has been recorded, select the date when it was recorded.

O. SF-429-A Question 14g.2. If Federal interest has been recorded, enter the jurisdiction in which it was recorded. For example, Arlington, VA, County Clerk's office, Deed Book #54987, page 234. The response is limited to 255 characters.

P. SF-429-A Question 14g.3. If Federal interest has been recorded, use the picklist to select the instrument used.

- *Options Are: Deed; Lien; Covenant; Other (if you select Other, you will be prompted to explain).*

Figure 111 – SF-429A Fields (Image 5 of 8)

Q. **SF-429-A Question 14h. Has insurance coverage been secured for this property?** The Recipient must maintain records of the insurance coverage that has been secured for the real property and make the records available upon the request of the Federal government.
   - *Options Are: Yes; No (If you select "No," provide a brief explanation.*

   - *Note: Recipients must provide insurance coverage for any real property acquired under a Federal financial assistance award that is, at minimum, equivalent to insurance coverage that the Recipient provides for other real property they own.*

R. **SF-429-A Question 14i. Are there any URA requirements applicable to this property?** If the acquisition or development of the real property involved the movement of any person permanently from real property or the movement of personal property from the real property directly because of acquisition, rehabilitation, or demolition, for any activity undertaken with Federal assistance, the Uniform Relocation Act (URA) requirements may apply. Indicate if the Act applies by selecting either "yes" or "no" from the picklist. If the Act does apply, the Recipient must maintain records of compliance and make such information available upon the request of the Federal government.
   - *Options Are: Yes; No*

S. **SF-429-A Question 14j. Are there any environmental compliance requirements related to the real property?**
   - *Options Are: Yes; No*

T. **SF-429-A Question SF-429-A 14j.1.** If you selected “yes” to 14j, describe any environmental compliance requirements related to the real property. The Recipient must maintain records of compliance with all environmental requirements related to the real property and make such information available upon the request of the Federal government. The response is limited to 300 words.

U. **SF-429-A Question 14k. Does the property possess historic significant or is it listed in the National Register of Historic Places?** In accordance with Section 106 of the National Historic Preservation Act, does the property possess historic significance, and/or is it listed or eligible for listing in the National Register of Historic Places?
   - *Options are: Yes; No*

V. **SF-429-A Question 14k.1.** If you answered “yes” to Question 14K, describe any historical significance, National Register of Historic Places listing in the National Register of Historic Places is considered historic. Section 106 protections also extend to properties that possess significance but have not yet been listed or formally determined eligible for listing. The text box will accommodate up to 300 words.

W. **SF-429-A Question 15**. Has a significant change occurred with the real property or is there an anticipated change expected?
   - *Options: yes; no. If you select “yes,” describe the change.*

X. **Have You disposed of the real property?**
   - *Options are: Yes; No. If you select “No,” you can click “Save” and move on to SF-429C; If you select “Yes” continue with the SF-429-A Form*

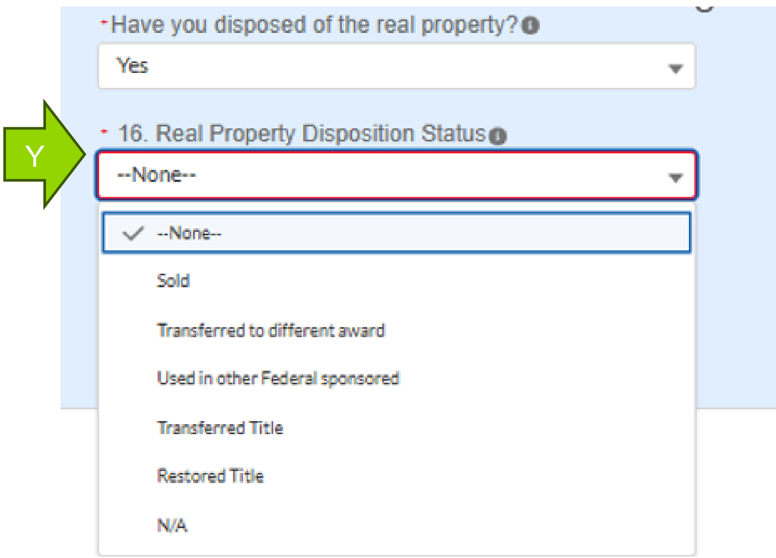


Figure 112 – SF-429A Fields (Image 6 of 8)

Y. **SF-429-A Question 16. Real Property Disposition Status.** Select the Picklist item which best indicates the type of disposition status being reported, if any. Select "N/A" if property disposition is not applicable. *Note: Recipients are required to retain property acquired and/or improved with ERA2 funds for Affordable Rental Housing Projects for a minimum of 20 years.*

- *If you select "Transferred to a Different Award," "Used in other Federal sponsored program/project," "Restored Title," or "N/A," you can click "Save" and move on to SF-429C*
- *If you select "Sold" see steps Z-BB*
- *If you select "Transferred Title" see steps CC-DD*

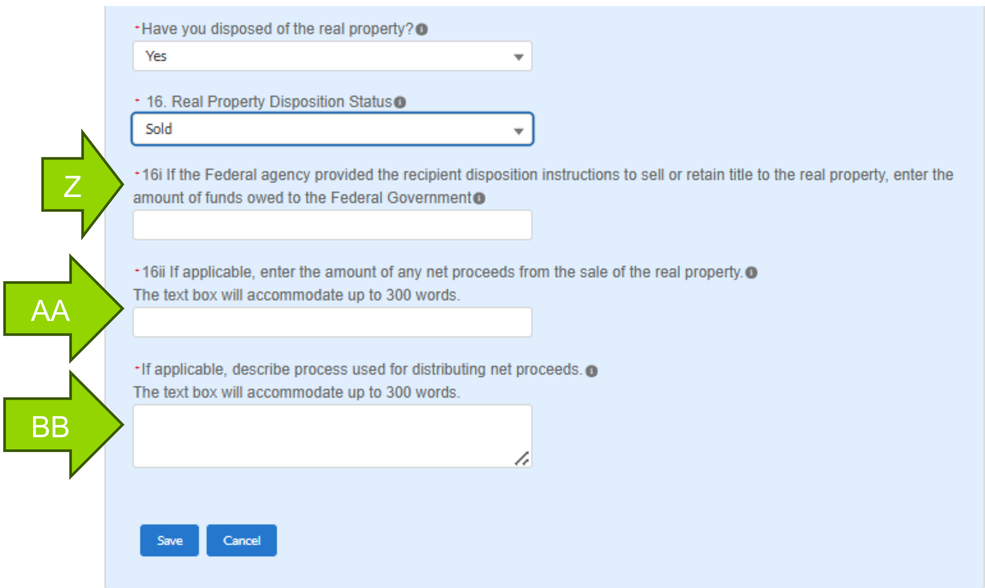


Figure 113 – SF-429A Fields (Image 7 of 8)

Z. SF-429-A Question 16i If the Federal agency provided the recipient disposition instructions to sell or retain title to the real property, enter the amount of funds owed to the Federal Government

AA. SF-429-A Question 16ii. If applicable, enter the amount of any net proceeds from the sale of the property. If not applicable, leave blank.

BB. If applicable, describe the process used for distributing net proceeds. The text box will accommodate up to 300 words.

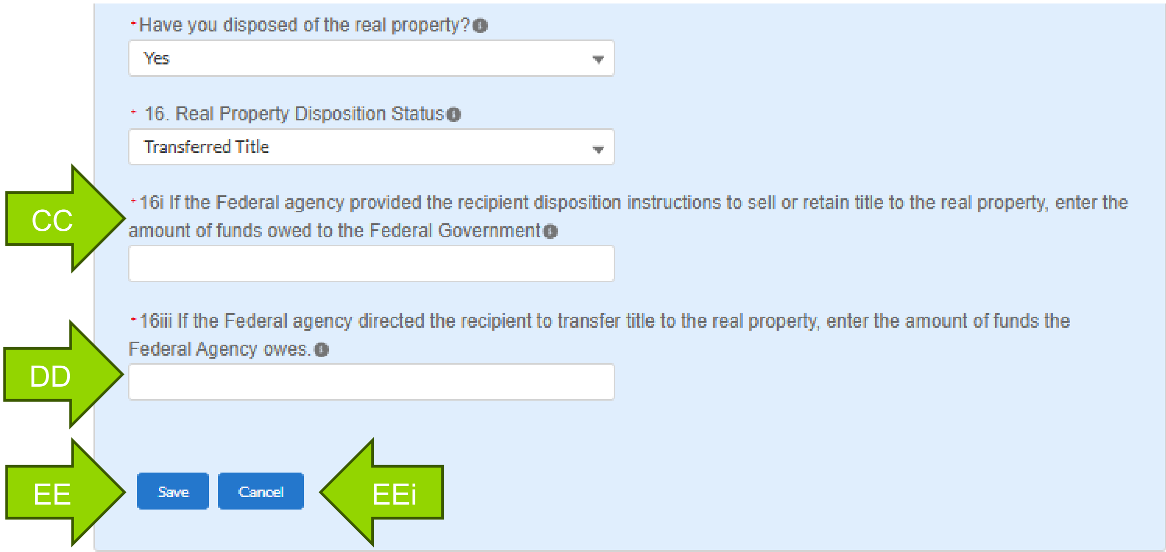


Figure 114 – SF-429A Fields (Image 8 of 8)

CC. SF-429-A Question 16i If the Federal agency provided the Recipient disposition instructions to sell or retain title to the real property, enter the amount of funds owed to the Federal Government

DD. SF-429-A Question 16iii If the Federal agency directed the recipient to transfer title to the real property, enter the amount of funds the Federal Agency owes.

EE. Once you have competed all the required fields, click on “Save” and go to “SF-429 C” tab at the top right of the form to access and complete that section.

- *Cancel Button (arrow EEi).* To erase the information inputted on the SF-429 forms, click on the “Cancel” button.

SF-429-C Disposition or Encumbrance Request

After completing SF-429A, you will need to complete SF-429C. These questions follow the same definitions as the standard form. These questions are dynamic; some responses may prompt the Portal requesting additional information.

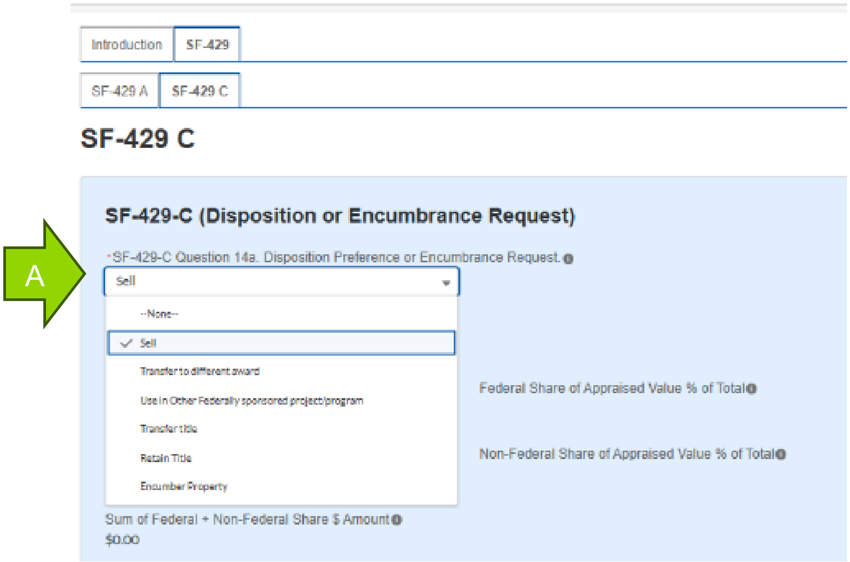


Figure 115 – SF-429C Fields (Image 1 of 5)

Questions include:

A. SF-429-C Question 14a. Disposition Preference or Encumbrance Request. Please use the picklist to select one type.
   - *Options Are: Sell; Transfer to a different award; Use in Other Federally sponsored project/program; Transfer title**; Retain Title; Encumber Property***
      i. *If you select Sell, Retain Title, or Encumber Property move on to question SF-429 14e*
      ii. *If you select "Transfer to different award" answer SF-429-C Question 14b (step B below)*
      iii. *If you select "Use in Other Federally sponsored project/program" answer SF-429-C Question 14c (step C below)*
      iv. *If you select "Transfer Title" answer SF-429-C Question 14d (step D below)*

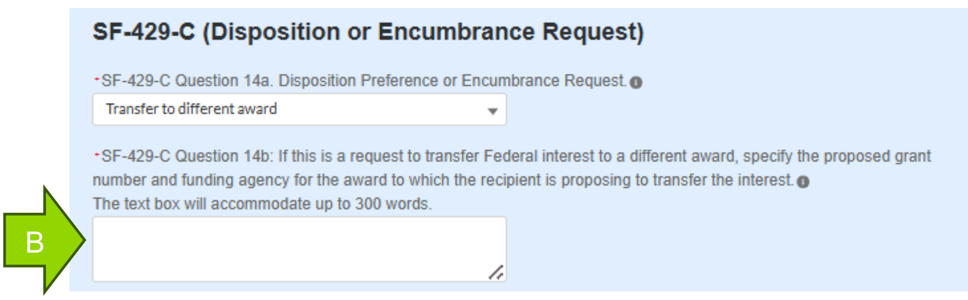


Figure 116 – SF-429C Field (Image 2 of 5)

B. **SF-429-C Question 14b: If this is a request to transfer Federal interest to a different award, specify the proposed grant number and funding agency for the award to which the Recipient is proposing to transfer the interest**. The text box will accommodate up to 300 words.

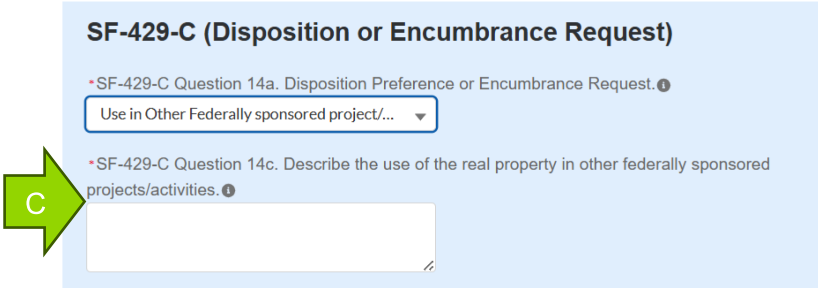


Figure 117 – SF-429C Field (Image 3 of 5)

C. **SF-429-C Question 14c. Request to use the real property in other Federally sponsored projects/activities.** Describe the use of the real property and how it has benefitted the program; Enter the date of acquisition or improvement of the real property; Identity the other Federal projects or activities and how the real property will be utilized. Also, describe any impact expected on the host Federal project or activity due to the proposed additional use of the real property. If you need to attach additional sheets, please do so on the "Recipient Comments" section of the Performance and Financial Reporting tab. For the request to use the real property in other Federally sponsored projects/activities, please specify the proposed grant number and funding agency for the other Federally funded projects/activities.

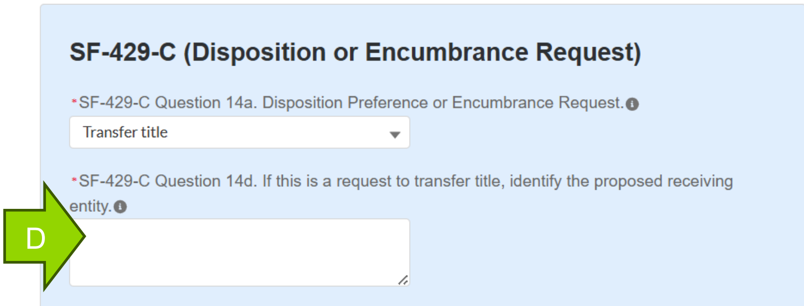


Figure 118 – SF-429C Fields (Image 4 of 5)

D. **SF-429-C Question 14d. If this is a request to transfer title, identify the proposed receiving entity,** otherwise go to the next question.

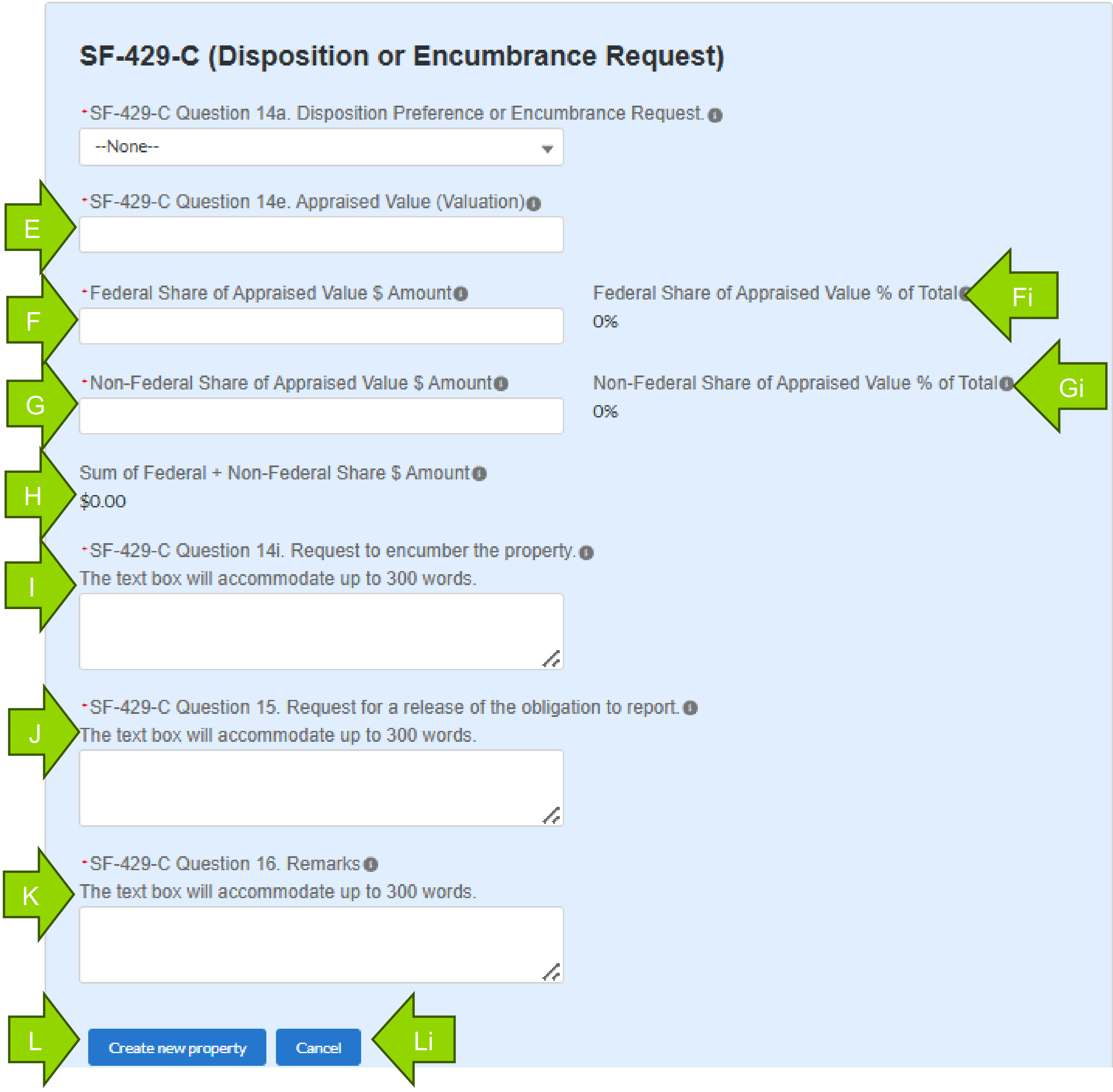


Figure 119 – SF-429C Fields (Image 5 of 5)

E. SF-429-C Question 14e. Appraised Value (Valuation) Provide the valuation of federal share and non-federal share and the percentage attributable to each category.

F. Federal Share of Appraised Value $ Amount Provide dollar amount of the Federal Share of the appraised value of the property.

- *Note: When the Recipient enters the Federal Share of the appraised value, the Portal will calculate and display the Federal Share of Appraised Value as a percentage of the total (see arrow Fi).*

G. Non-Federal Share of Appraised Value $ Amount. Provide the dollar amount of the Non-Federal Share of the appraised value of the property.

- *Note: When the Recipient enters the non-Federal Share of the appraised value, the Portal will calculate and display the non-Federal Share of Appraised Value as a* *percentage of the total (See arrow G1)*

H. **Sum of Federal + Non-Federal Share $ Amount.** When the Recipient enters the Federal and Non-Federal Share amounts, the Portal will calculate the display the sum of the two amounts.

I. **SF-429-C Question 14i.** Request to encumber the property. The text box will accommodate up to 300 words.
   - *Note: If this is a request to encumber the property, identify the party or parties to whom the property is proposed to be encumbered and attach related information at the Recipient Comments section of the Performance and Financial Reporting tab, otherwise go to the next question.*

J. **SF-429-C Question 15.** Request for a release of the obligation to report. The text box will accommodate up to 300 words.
   - *Note: If this is a request for a release from the obligation to report on the real property, describe the reasons for the request, otherwise go to the next question.*

K. **SF-429-C Question 16. Remarks.** Please provide any additional remarks. The text box will accommodate up to 300 words.

L. **Create New Property.** Click on “Create new property” button to maintain the information as inputted. When the “Create New Property” button is clicked, the Portal will verify answers submitted for each SF-429 question. Any questions that need further attention will be highlighted and brief guidance will be displayed.
   - *Note: Once created, you may click on the “SF-429” tab at the top of the page (next to the “Introduction” tab) to edit this information or to report additional parcels of real property.*

   - *Cancel Button (arrow Li).* To erase the information inputted on the SF-429 forms, click on the “Cancel” button.

XIII. Report Certification and Submission Tab

The *Report Certification and Submission Tab* is the last step in completing your ERA2 Final Report. It enables you to certify that the information reported is accurate and complete and to submit the ERA2 Final Report to Treasury.

The certification and submission process involves several steps as described below.

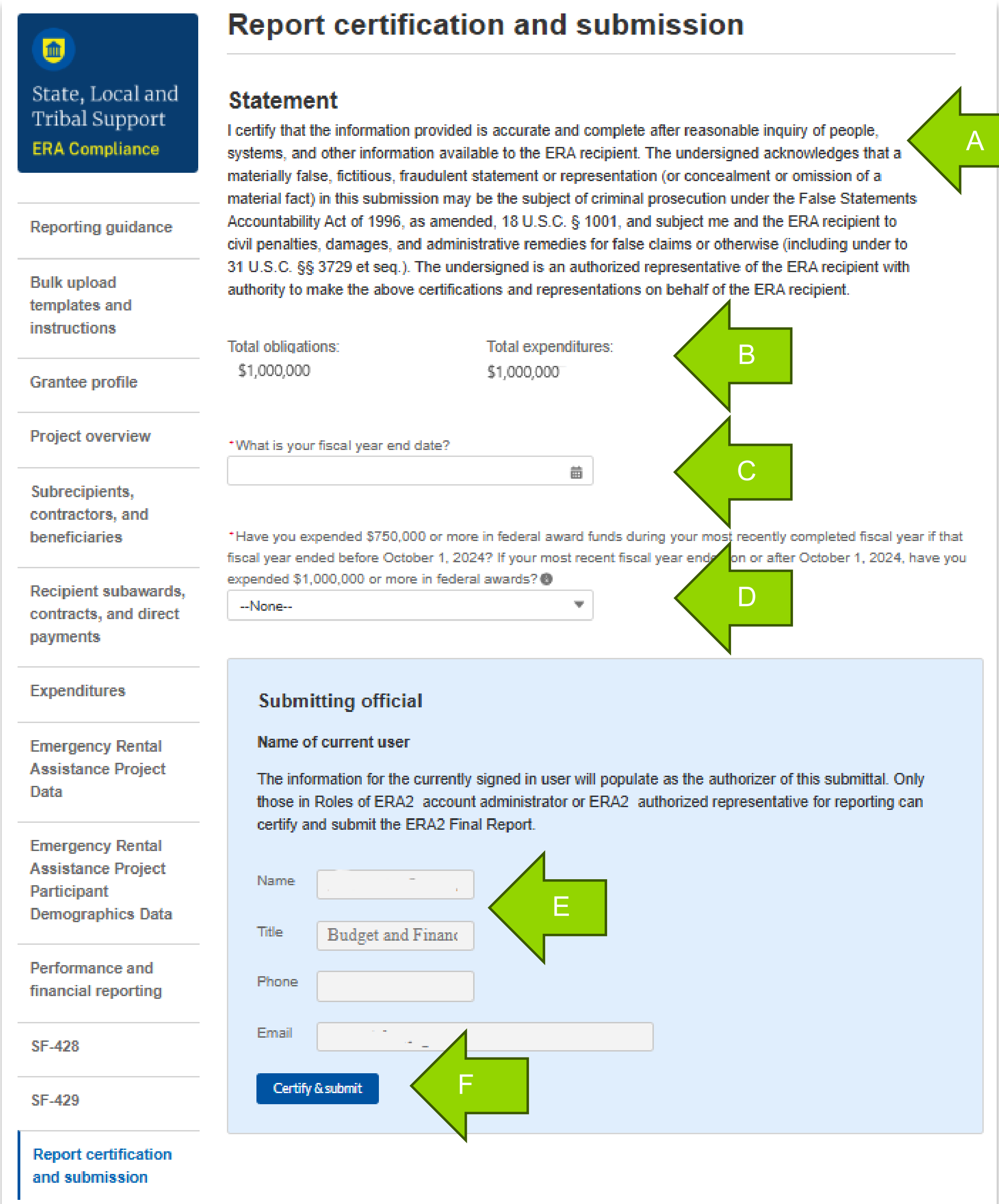


Figure 120 – Report Certification and Submission Tab

A. Statement of Accuracy and Completeness

The Authorized Representative for Reporting (ARR) must certify that the information provided in the ERA2 Final Report is accurate and Complete, in keeping with the following statement that will be displayed on the Portal (see Figure 120A and Figure 121 for magnified text).

Statement

I certify that the information provided is accurate and complete after reasonable inquiry of people, systems, and other information available to the ERA recipient. The undersigned acknowledges that a materially false, fictitious, fraudulent statement or representation (or concealment or omission of a material fact) in this submission may be the subject of criminal prosecution under the False Statements Accountability Act of 1996, as amended, 18 U.S.C. § 1001, and subject me and the ERA recipient to civil penalties, damages, and administrative remedies for false claims or otherwise (including under to 31 U.S.C. §§ 3729 et seq.). The undersigned is an authorized representative of the ERA recipient with authority to make the above certifications and representations on behalf of the ERA recipient.

Figure 121 – Certification of Accuracy and Completeness

B. Total Obligations and Expenditures

The ARR will be able to certify the submit the ERA2 Final Report only if the Recipient's ERA2 Total Obligations and Total Expenditures are equal.

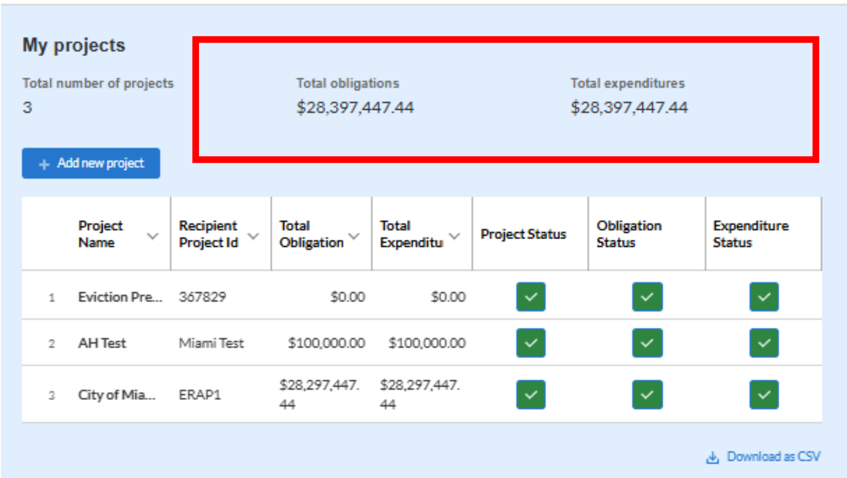
The Portal will display the total obligations and expenditures immediately after the Certification Statement (see Figure 120B).

The "Total Obligations" is the cumulative amount of all ERA2 obligations reported by the ERA2 Recipient covering the entire period of performance. It includes all obligations as reported for all ERA2 Projects (Rental Assistance, Affordable Rental Housing, and Eviction Prevention Project(s)) administered by the ERA2 Recipient.

Similarly, the "Total Expenditures" is the cumulative amount of all ERA2 expenditures made by the ERA2 Recipient over the entire period of performance.

These amounts are calculated by the Portal based on information the ERA2 Recipient reported on the "Recipient Subawards, Contracts, and Direct Payments" Tab and the "Expenditures" tab.

The amounts displayed here must equal the cumulative amounts displayed on the ERA2 Recipient's "My Project" dashboard on the Project Overview Tab as shown in Figure 122.



	Project Name	Recipient Project Id	Total Obligation	Total Expenditu	Project Status	Obligation Status	Expenditure Status
1	Eviction Pre...	367829	$0.00	$0.00			
2	AH Test	Miami Test	$100,000.00	$100,000.00			
3	City of Mia...	ERAP1	$28,297,447.44	$28,297,447.44			

Figure 122 – Obligations and Expenditures in the Project Overview Tab

If the amounts displayed on the Certification and Validation Page do not correctly reflect the ERA2 Recipient's records, the user should review the amounts reported as obligated and the amounts reported as expended on the *Recipient Subawards, Contracts, and Direct Payments Tab* and the *Expenditures Tab*. In addition, the user must ensure that the amounts reported on the Project Overview Tab: My Project Dashboard are correct and align with the ERA2 Recipients records.

C. Compliance with Single Audit Act Requirements

The ERA2 Recipient must answer "What is your fiscal year end date" regarding its compliance with the Single Audit Act (see Figure 120C).

D. Amount of Federal Funds Expended and Audit Submission

The ERA2 must answer the following question (see Figure 120D):

- Have you expended $750,000 or more in federal award funds during your most recently completed fiscal year if that fiscal year ended before October 1, 2024? If your most recent fiscal year ended on or after October 1, 2024, have you expended $1,000,000 or more in federal awards? (Yes/no)

If the answer is "no" continue to the next section. Recipients that answer "Yes" to the question above will be asked the following (see Figure 123)

- Have you submitted a single audit or ERA2 program-specific audit report to the Federal Audit Clearinghouse (FAC) for the most recently completed fiscal year? (Answer Yes or No)
    - If the answer is "yes," the Portal will prompt you to provide the date that you submitted your single audit or ERA2-specific audit report to the FAC.
    - If they answer is "no," you will be prompted to provide an explanation.

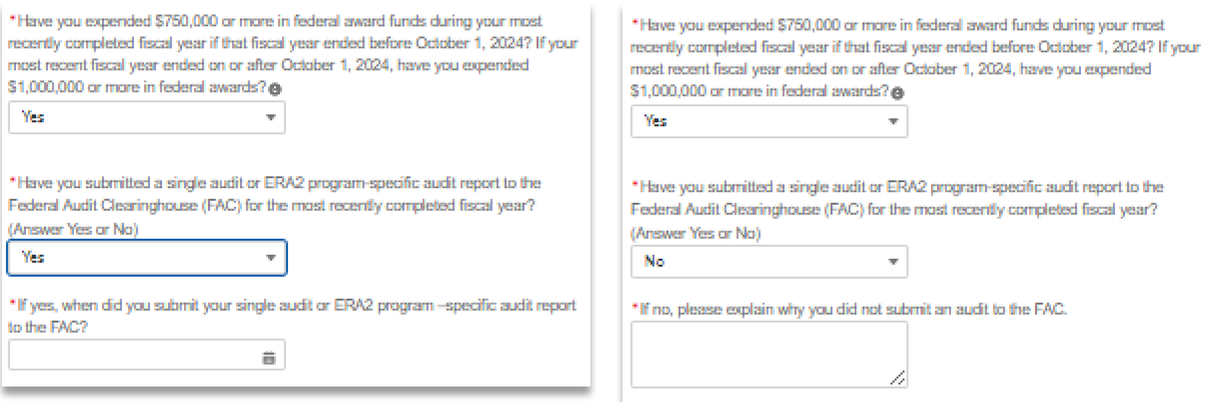


Figure 123 – Dynamic Audit Submission Questions

E. Submitting Official Name and Contact Information

The ERA2 Recipient's designated ERA2 Account Administrator or ERA2 Authorized Representative for Reporting must enter their name, title, phone number and email address on the screen (see Figure 120E).

F. Certify & Submit

After entering the submitting official information click on the “Certify & Submit” button to proceed to the certification (see Figure 120F).

Treasury’s Portal Validations

Next, the Portal checks the data submitted and displays a statement as shown in Figure 124 informing the user to contact their ERA2 Account Administrator or ERA2 Authorized Representative to submit the report.

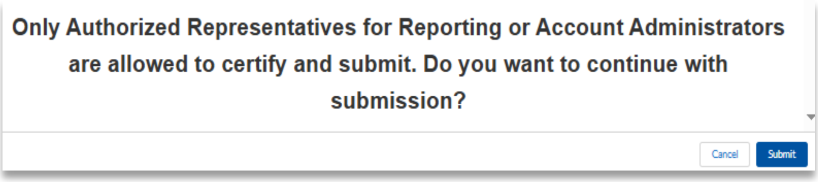


Figure 124 – Confirmation of Intention to Submitted Data

If you are ready to submit the report, please click the “Submit” button. Otherwise, click the “Cancel” button to go back to review of adjust any section of the report before submitting it.

The Portal will review the submitted form and, if there are no data validation issues, the Portal will display a pop-up box indicating “Validate Success” as shown in Figure 125.

Figure 125 – Validation Success Pop-Up

If the Portal identifies errors, omissions, or inconsistencies at the time of your submission, a “Submission Error” will appear and will list the issues to be revised / corrected in red, as illustrated in Figure 126.

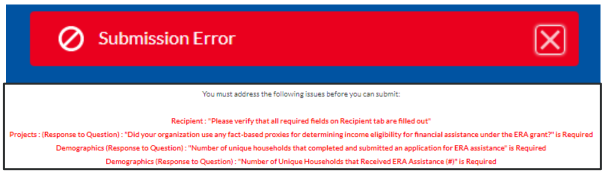


Figure 126 – Submission Error Pop-Up

Address all errors and repeat the Certify and Submit process to successfully submit your report.

Congratulations on successfully submitting your report!
Make sure to maintain copies of your submitted report and keep your Points of Contact up to date while Treasury processes your ERA2 Final Report. For more information about Treasury’s review process and ongoing Recipient responsibilities, see [Report Processing] and the [ERA2 Closeout Resource].

Appendix A: Bulk File Upload Overview

Purpose

Appendix A provides an overview of the ERA bulk file upload process. There are seven (7) unique bulk file upload templates listed below in the order in which they should be populated and submitted to the ERA Treasury Portal. A copy of each template can be downloaded directly from the Bulk Upload Templates and Instructions Tab on the ERA quarterly report.

Template #1 – Subrecipient, Contractor, Beneficiary Profile

Template #2 - Subaward, Contract, Direct Payment Record

Template #3 - Reporting Expenditures associated with all Subawards, Contracts, and Direct Payments valued at $30,000 or more

Template #4 - Reporting Obligations and Expenditures associated with all Subawards, Contracts, and Direct Payments valued at less than $30,000.

Template #5 - Reporting Recipient Obligation and Expenditures to Individuals

Template #6 – This template was used only prior to Q3 2023.

Template #7 - Participant Household Payment Data File

Basic Tips and Warnings

All Templates:

- Use the most recent template
- Pay special attention to unique identifier fields
- Do not enter personal information
- Do not change cell formatting or reformat the template; all data should be formatted as text; save as CSV
- After "validating" data, remember to "Import" the data
- If you need help with this task, contact EmergencyRentalAssistance@treasury.gov.

When Editing Previous Records: Templates #1 and #2

- **CAUTION: Incomplete bulk uploads using Templates #1 and #2 can result in lost data** within the corresponding record(s). Make sure that both updated AND previously entered data is successfully uploaded in the corresponding tab.

When Editing Previous Records: Templates #3, #4, and #5

- **CAUTION: Templates 3 does not allow the user to edit previously reported data** *(unlike Templates 1 and 2)*; submitting duplicate entries from previous reports will result in **DUPLICATIVE DATA**.

General Template Structure

Each Tab or section in the Portal provides a link to applicable bulk upload template. Each of the templates have the same structure as described below:

Row 1: Template Version

Row 2: Template Name

Row 3: Instructions: Brief description of the template constraints and download/upload guidance

Row 4: Field IDs: Column identifiers

Row 5: Field Label: Brief description of each Field or Column

Row 6: Required or Optional: This field specifies if the field is optional or required. When the column is required, and a Recipient does not provide the required data, the system will not accept any record or allow the file to be uploaded.

Row 7: Field Help Text: Provides a description of the column. There are 2 types of fields:2) A predefined list of picklist values:

1) an open value (either text or numbers): Enter any text or number. Text for State name or Last Name or a Number that represents amounts. Most text types are free formats, the only expectation is for dates, each column that represents a date describes the accepted format. For any number field, it is not required to add "," to represent thousands or it is not required to add "$" to represent currency. Only add decimal "." when needed; and

2) A predefined list of picklist values: This predefined list contains values that is accepted by the system. When the column is a picklist, row 7 provides the list of options that the system accepts. Recipients should "copy and paste" the valid value for each record. If the Recipient provides a value that is not in the predefined picklist, the system will not accept the file. Responses should not contain double quotes.

Row 8: Data that Recipient submits. Row 8 is where Recipients insert specific data to submit. The system accepts 1 or many rows.

The following is special guidance for each row or set of rows:

1. Do not change the content of rows 1 through 7.
2. Rows 4 to 7 provide metadata of each data element or column of the information that Recipients will provide.
3. Start adding your data in row 8 column B.

See Figure A-1 for an example of a template:

	A	B	C	D	E	F	G
1	Version - 2021.07.15						
2	Template Name: Sub-Award Reporting						
3	Instructions to Reporter: - Do not change the cell formatting - Do not reformat the template - All data should be as text						
4	Field ID	Recipient_DUNS__c	Project_Identification_Number__c	Sub_Recipient_Name__c	Award_No__c	Award_Type__c	Award_Amount__c
5	Label	Recipient DUNS	Client Project Id	Sub Recipient Name	SubAward No.	SubAward Type	SubAward Amount (Obligation)
6	Required or Optional	Required	Required	Required	Required	Required	Required
7	Help Text	Please enter the Recipient DUNS	Client Project Id associated with this Sub Award.	Sub Recipient Name - Assigned to the Sub Award. Name must match valid sub-recipient name either uploaded in the Sub recipient bulk upload or a entered in the system.	Recipient's internal account number for the grant, contract, transfer, or direct payment. This can be the account number or any other unique identifying number assigned by the Recipient to the award. This number is strictly for the Recipient's recordkeeping.	The type of subaward. "Contract: Purchase Order" "Contract: Delivery Order" "Contract: Blanket Purchase Agreement" "Contract: Definitive Contract" "Grant: Lump Sum Payment(s)" "Grant: Reimbursable" "Direct Payment" "Transfer: Lump Sum Payment(s)"	Total amount of ERA funds obligated by the Recipient to a SubRecipient under a given SubAward. DO NOT INCLUDE $ sign when entering amount.
8		123456789	Peter Green	1996	Peter Green	Contract: Purchase Order	194799455

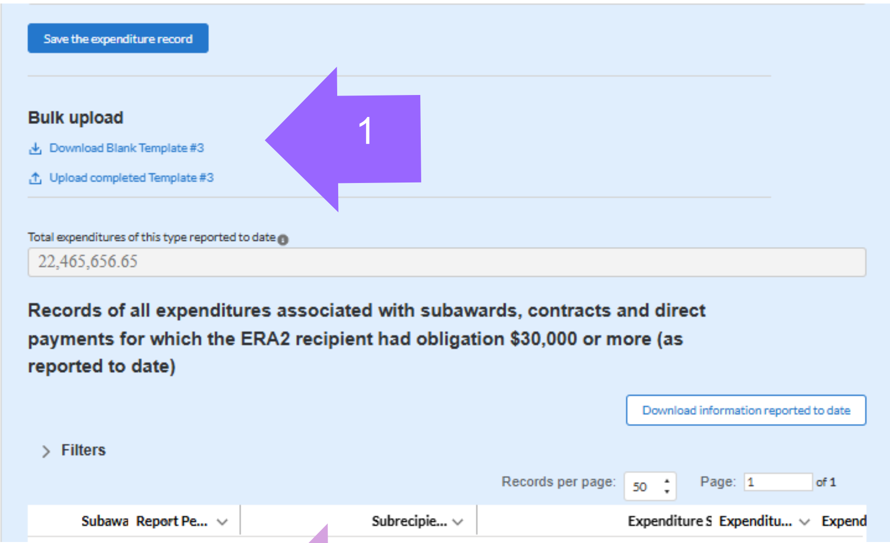
Figure A-1 – Example Bulk Upload Template

Instructions: Bulk Upload Template Download and Upload Steps

Step 1: Download most recent Template from the Portal

a) Open the template in Microsoft Excel and save as ".csv"

b) Locate the "key identifier field "(for example "Sub_Award_Lookup_Number_c" for Template #3) See Figure A-2 below.



Project_Identification_Number__c	Sub_Award_Lookup__c	E[illegible]t_	Expenditure_End__c	Expenditure_Amount__c	Expenditure_Category__c	Administrative_Expense_Explanation__c	Edit_Narrative__c
Recipient Project Id	Subaward Number	Ex[illegible] Date	Expenditure End Date	Expenditure Amount	Expenditure Category	Administrative Expense Explanation	Description for Edit
Required	Required	Required	Required	Required	Required	Optional	Optional
Recipient Project ID that allows the…	Enter the Subaward…	Start date for the range of time…	End date for the range of time …	Total amount of Emergency…	The category to which the…	If Administrative Costs…	Brief description of all changes…

1b

Figure A-2

c) ***Optional:** If you need to make updates to previously reported records, it can be useful to also **"Download Information Reported to Date"** in the corresponding tab. This can help you:*

1. *Identify adjustments that need to be made*
2. *Identify appropriate **Record Identifiers**; (e.g. in Template #3 "Sub_Award_Lookup_Number_c" corresponds with obligation records for subawards, contract, and direct payments that currently exist in the system (corresponding with "Award_No__c" in Template 2)).*
3. *Save any data that you intend to transfer to the new bulk upload "as Text"*

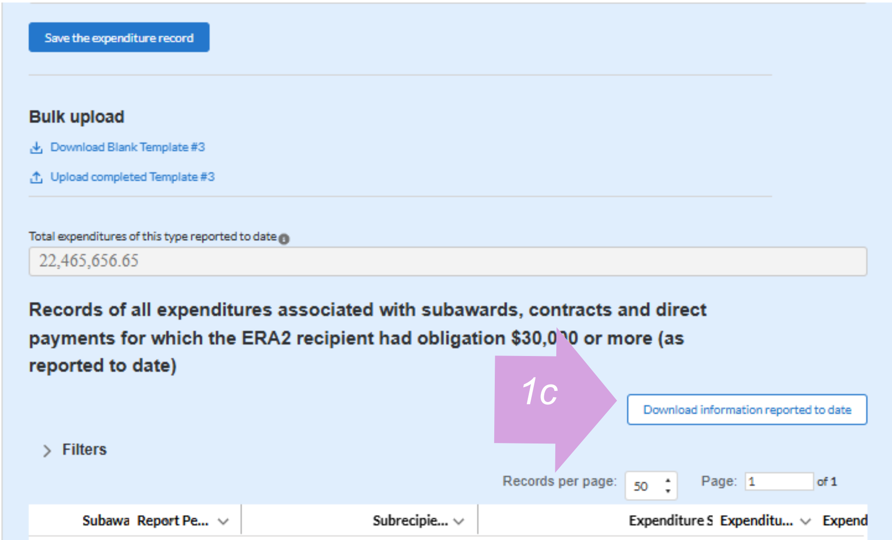


Figure A-3- Download information reported to date

2. Add data starting with row 8, column B of the template. When finished adding data for row 8, users should repeat on additional rows as required.

If you are updating records using Templates #1 or #2:

- Identify and populate **Record Identifiers**; make sure that the field corresponds with the correct records that exist in the system.
- Populate Record Changes: Fill in the rest of the template for that record both with fields that are being revised and fields that are not changing, starting with Row 8, column B.

If you are updating records using Templates #3, #4, or #5:

- Use new expenditure entries to adjust net expenditure amounts associated with obligations *(including negative numbers as needed)*.
- Using a new blank Template for the respective expenditure module, zero out or adjust previous expenditure by entering corresponding negative or positive amounts
- Make sure that the adjustment uses the appropriate Record Identifier. It can also be useful to correspond the expenditure start and end date with the entry you are updating. Include a description of the edit to help you keep track of the adjustments

3. Save the template as a .CSV file and change the name of the file if needed.

4. Click the Bulk Upload link to open the Bulk Upload box (see Figure A-4).

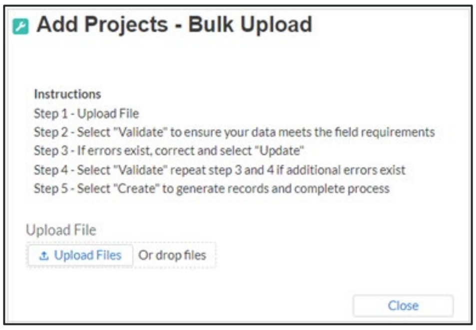


Figure A-4 – Bulk Upload Pop-Up Message

5. Attach the saved .CSV file by clicking on “Upload Files”, alternatively users can drag the file to the designated area.

6. A message will appear confirming that the file is uploaded (see Figure A-5). Click “Done”.

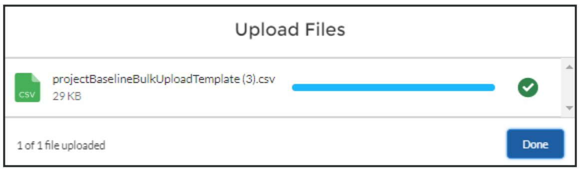


Figure A-5 – Upload Files Message

7. The file will be listed at the bottom of the bulk upload window. (See Figure A-6).

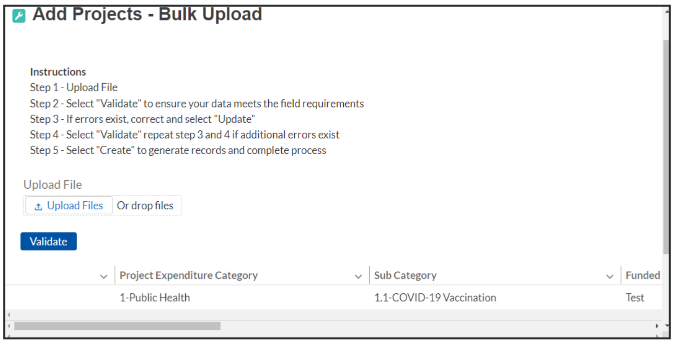


Figure A-6 – File added to Bulk Upload Portal

8. Click “Validate” to have the system verify the bulk upload does not have errors.

9. If the system validation finds errors in the bulk upload file, it will return the screen with the list of the errors. (See Figure A-7). From here, users can either update on the screen by manually typing in your corrections in the Value column, or you may restart the process with a corrected bulk upload file. In cases when it may be preferable to work from a master list of errors, click the *Download – Export Errors* link, highlighted in red box in Figure A-7,

to download a spreadsheet detailing all errors in the bulk upload file. Once all errors are corrected, click “update.” The system will once again check the upload for errors.

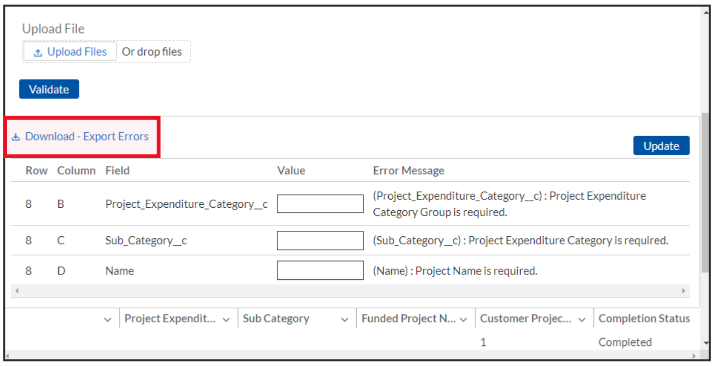


Figure A-7 – Listing of Bulk Upload Errors

10. If the system validates that the bulk upload has no errors, it will return the same screen as Figure A-8 with instead the option to **“Import”** (see Figure A-8). **Click the “Import” button.**

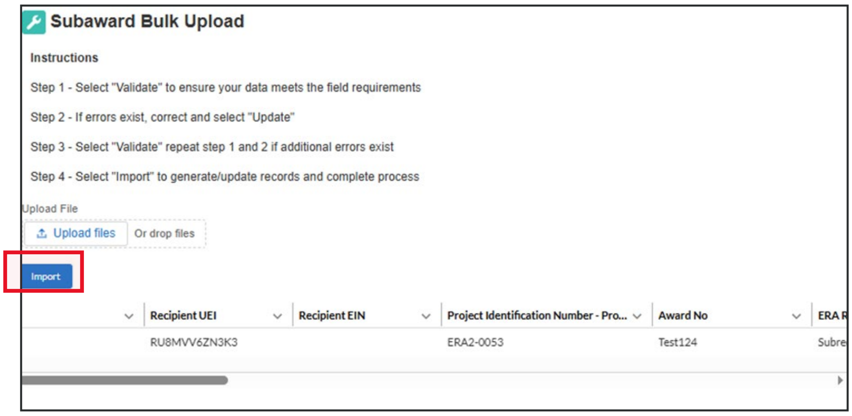


Figure A-8 – Bulk Upload Import

11. Once created, the records will show at the bottom of the relevant screen.

Working through Bulk File Upload Errors

Generally, Treasury’s Portal will reject a bulk upload file if it contains incorrect data (e.g., data not matching a picklist requirement) and if the file is not in “.csv” format. The Portal will display an error message on screen if the bulk file upload data contains errors. ***Note:*** *the Treasury’s Portal will not validate the PHPDF Template data; the Recipient must validate those records against their own records and verify the correct format—see Checklist–Preparing and Submitting Template 7 (PHPDF).*

When a user receives an error message(s), they must reconcile the errors in the bulk upload file and re-submit the corrected version to the Portal.

The error screen (see Figure A-9) on the Portal will include information that can help you identify the error, including:

1. The row and column in the template where the error occurred.
2. The field name associated with the error
3. The value entered by the user; ***Note:** the portal allows you to update values directly during the validation process. Click in the "Value" field to make edits.*
4. The error message, which includes the field name in parentheses and the type of error that occurred.

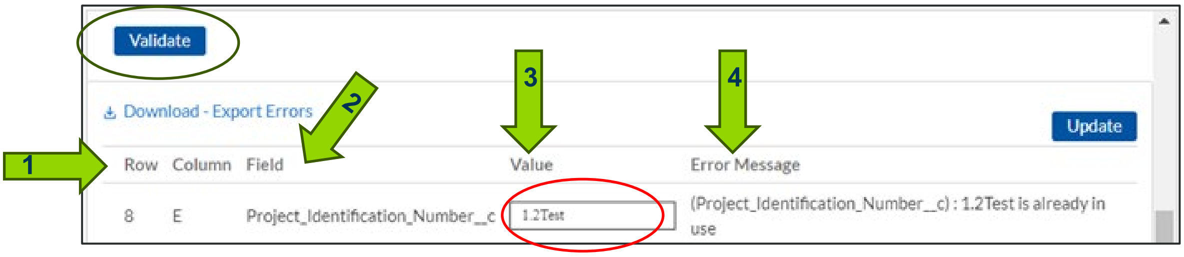


Figure A-9 – Error Message Components

The user must "**Validate**" (step 4) each time they make new corrections until no errors remain in the Bulk Upload File.

Then you will click "**Import**" to finalize (see Figure 8).

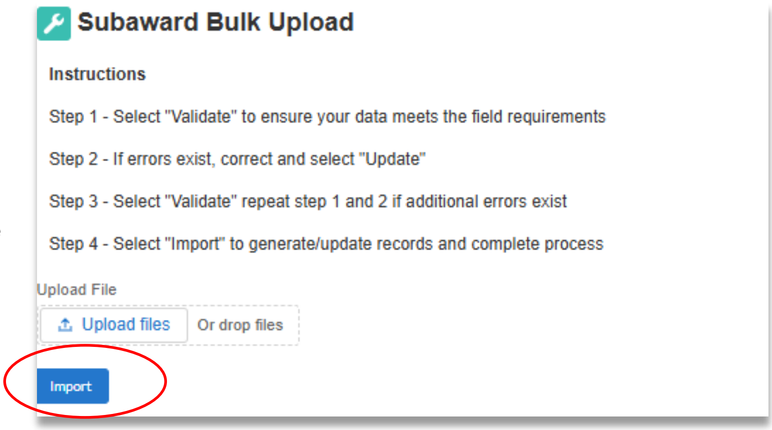


Figure A-10 – Importing Bulk Data

There are three common Bulk File Upload Errors as described below (see Figure A-11):

A. **Duplicate Data**: Duplicate data includes any type of data (numeric or text) that is repeated in the same column when the Help Text within a bulk upload file template requires a unique entry.

   *For example, unique numbers should be provided for the Project Identification Number. In the example below, the user made an error pertaining to the **"[Project Identification Number] is already in use"** and the error is in **Column E, Row 8**.*

B. Invalid Data: Invalid data includes any type of data (numeric or text) that does not meet the requirements set forth in the Help Text within each bulk upload file template.

In the example below, the user made an error pertaining to the “Adopted Budget” and the error is in Column G, Row 9.

C. Blank Data: Blank Data: When a required field is left blank within your bulk upload file, the specific bulk upload file row and cell number will be displayed on the screen.

In the example below, the user made an error pertaining to the “Completion Status” and the error is in Column FF, Row 89.

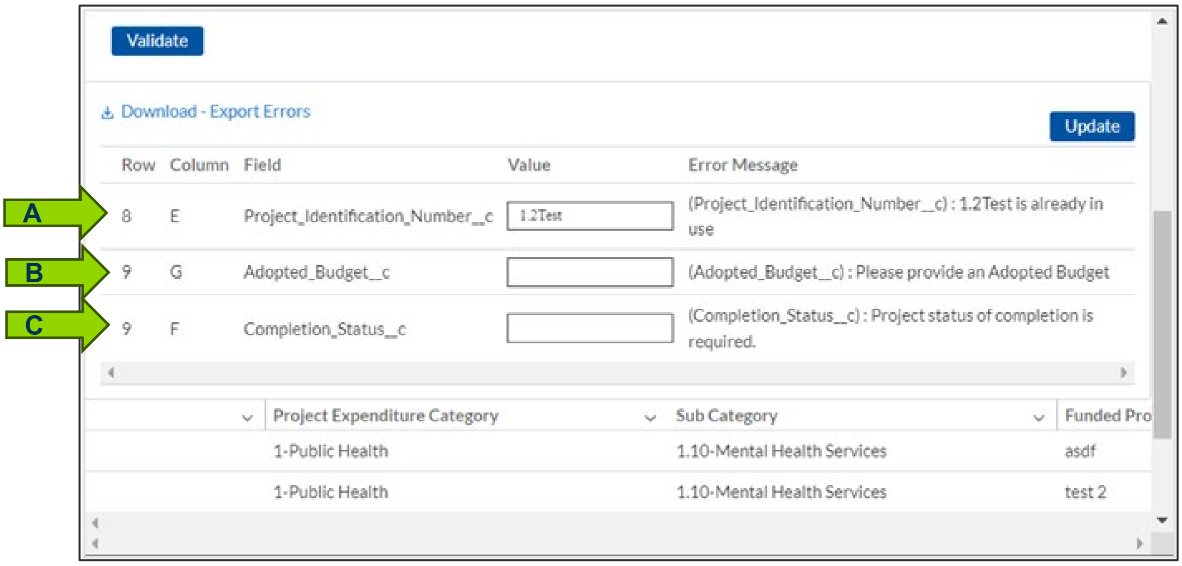


Figure A-11 – Example Bulk Upload Errors

Module-To-Module Bulk Upload File Creation Steps

The collective bulk file upload process is contingent upon end-users following the below steps to ensure successful submission:

1. Set up a **Project Record** within the system.
2. Load the **Subrecipient Profile** within the Project Record
3. Load the **Subaward Reporting** next (file references subrecipient and Project Record information)
4. Load the three **Expenditures files** (files reference Subaward and Project Record information)
5. Load the **Participant Household Payment Data** File

Note: All information submitted through the bulk upload process must be submitted as a CSV file.

CSV Guidance

Refer to the following link for descriptions of the CSV format.

https://en.wikipedia.org/wiki/Comma-separated_values

Specific CSV characteristics

- The date format is MM/DD/YYYY. Example: 06/22/2021. To maintain this required format, it may be necessary to set-up the date fields using a “custom” format found under the “Format Cells” function in Excel.
- Do not include commas or special characters such as @#$%^&*(in the file
- All currency values are numeric. It is not required to add “,” for thousand or millions.
- Currency values should not contain a “$” sign. The file will be rejected if a “$” is included in the data entry.
- All data for each template should be entered as text (except for the date fields, as noted above).

Prior to entering data, users must follow the instructions below.

Instructions

Step 1: Select all cells within the template. The Select All button sits at the upper left of all worksheets, at the origin of row and column labels. See Figure A-12.

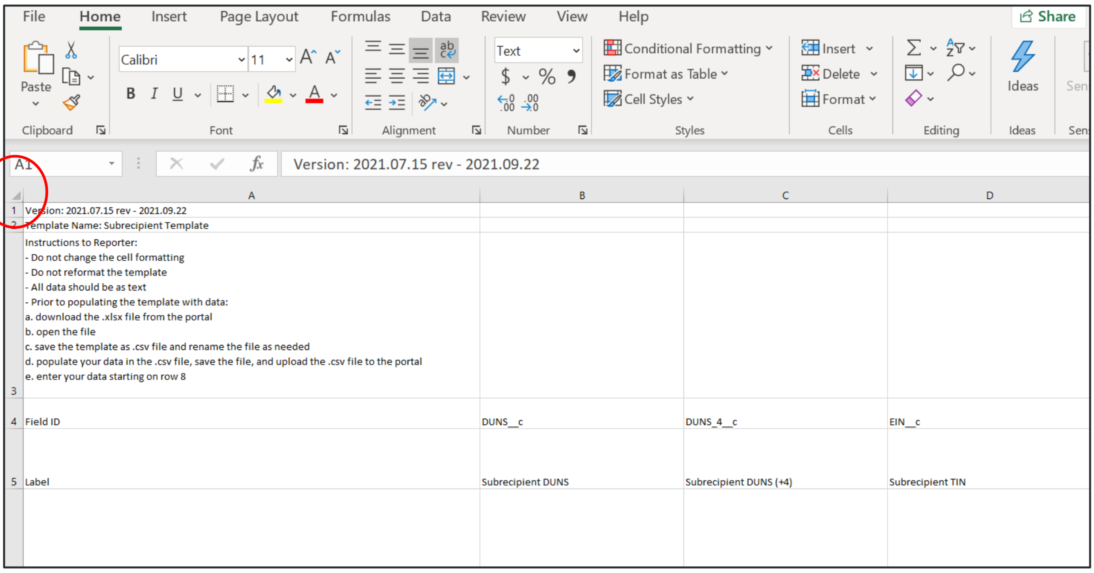


Figure A-12 – Select All Button

Step 2: Click the drop-down arrow next to the Format command on the Home tab. Select Format Cells.

Step 3: Click the Number tab. Select Text as the Category.

Step 4: Click OK.

Detailed Descriptions of Upload Templates

Each data element and/or column in the CSV files is described below:

- **Index No:** Reference number for the data element. For internal use only
- **Defined term:** Column Short description.
- **Definition:** Column long description or definition
- **CSV Column Name:** The column header name that must be used in the CSV file.
- **Required:** Indicates if the column is required or not required.
- **List Value:** The content of the column is from a list of predefined values. This is valid for some of the columns. The list is provided for all cases. Most of the cases is N/A which means that the type is ether String or Numeric
- **Data type:** Specify the data type of the column. The options are: Numeric, Text, Date and Picklist.
- **Max Length:** Indicates the maximum length in characters allowed for each column.

Template #1: Detailed Description of Subrecipients, Contractors, and Beneficiaries Profile

This module provides guidance on using bulk upload Template 1 to report information on each Subrecipient, Contractor and Beneficiaries (other than beneficiaries who are individual tenants or individual/small business landlords) to which the ERA2 Recipient obligated $30,000 or more in ERA2 funding during the period of performance. The Subrecipients, Contractors and Beneficiaries Tab allows users to enter data manually or leverage the bulk file upload capability. For a definition of "Subaward" in the context of ERA2 reporting, please see the Addendum to ERA2 Reporting Guidance – Clarifications and Guidance for Financial Reporting on Recipient and Subrecipient Activities.

CSV Format Details

The templates provide all information required to create the upload files. The following table highlights the data elements required for the Subrecipients, Contractors, and Beneficiaries profile. Note, UEI (alpha-numeric) and TIN (numeric) cannot contain '-', spaces, or symbols.

Table A-1 – Required Data Elements for the Subrecipients, Contractors, and Beneficiaries Profile

Defined Term	Definition	Required	List Values	Data Type	Max Length
Subrecipient UEI	The Subrecipient, Contractor, or Beneficiary Unique Entity Identifier (UEI) from their SAM.gov profile.	Required for Subrecipient and Contractor Records Beneficiaries must have UEI or TIN	n/a	Alpha-numeric	12
Subrecipient TIN	The Subrecipient, Contractor, or Beneficiary Internal Revenue Service (IRS) Taxpayer	Not required for Subrecipient and Contractor Records	n/a	Numeric	9

Defined Term	Definition	Required	List Values	Data Type	Max Length
	Identification Number	Beneficiaries must have UEI or TIN			
Recipient Profile ID	DO NOT ENTER FOR NEW ENTRIES This is Treasury's Portal auto-generated unique ID only for use when updating existing subrecipients via bulk upload functionality.	Optional	The IDs can be found in the "My Subrecipients" table, and the "Download as CSV" feature.	String	10
Subrecipient Type	A collection of indicators of different types of Subrecipients, Contractors, or Beneficiary types that receive ERA funds.	Required	- State - County Government - City or Township Government - Regional Organization - Nonprofit with Sec 501(C)(3) IRS status (Other than an institution of Higher Education) - Nonprofit without Sec 501(C)(3) IRS status (Other than an institution of Higher Education) - Individual - For-Profit Organization (Other than a Small Business) - Small Business - Other	Picklist (see permissible values in previous column)	82
Entity Type	The type of entity for this subrecipient or direct payment.	Required	Select one of the predefined menu items: "Subrecipient" "Contractor" "Beneficiary"	Picklist (see permissible values in previous column)	12
Subrecipient Name	The name of the Subrecipient, Contractor, or Beneficiary.	Required	n/a	String	80
POC Email Address	The email address of the primary point-of-contact for the Subrecipient Contractor, or Beneficiary.	Required	n/a	String	40
Address Line 1	First line of the Subrecipient,	Required	n/a	String	255

Defined Term	Definition	Required	List Values	Data Type	Max Length
	Contractor, or Beneficiary address.				
Address Line 2	Second line of the Subrecipient, Contractor, or Beneficiary address.	Optional	n/a	String	255
Address Line 3	Third line of the Subrecipient, Contractor, or Beneficiary address.	Optional	n/a	String	255
City Name	Name of the city in which the Subrecipient, Contractor, or Beneficiary is located.	Required	n/a	String	100
State Code	United States Postal Service (USPS) two-letter abbreviation for the state or territory in which the Subrecipient, Contractor, or Beneficiary is located.	Required	(AL, AK, AS, AZ, AR, CA, CO, CT, DE, DC, FM, FL, GA, GU, HI, ID, IL, IN, IA, KS, KY, LA, ME, MH, MD, MA, MI, MN, MS, MO, MT, NE, NV, NH, NJ, NM, NY, NC, ND, MP, OH, OK, OR, PW, PA, PR, RI, SC, SD, TN, TX, UT, VT, VI, VA, WA, WV, WI, WY)	String	2
Zip5	United States ZIP code (five digits) associated with the Subrecipient's, Contractor's, or Beneficiaries address.	Required	n/a	Numeric	5
Zip4	United States ZIP code + 4 (four digits) associated with the Subrecipient's, Contractor's, or Beneficiaries address. Format XXXX, 4 numeric characters.	Optional	n/a	Numeric	4
SubrecipientSAM.gov Registration	Confirmation that the Subrecipient or Contractor is registered in SAM.gov. Must select Yes or No.	Optional Select N/A if you are reporting for a beneficiary.	Yes/No	Picklist (see permissible values in previous column)	n/a
In its preceding fiscal year, did Recipient receive 80% or more of its annual gross revenue from federal funds?	Confirmation that the proportion of the Subrecipient's or Contractor's federal funding-to-total annual gross revenue for	Optional Leave blank if not applicable.	Yes/No	Picklist (see permissible values in previous column)	n/a

Defined Term	Definition	Required	List Values	Data Type	Max Length
	the preceding fiscal year is at least 80%				
In the preceding fiscal year, did Recipient receive $25 million or more of its annual gross revenue from federal funds?	Confirmation that the Subrecipient's or Contractor's total annual gross revenue from federal funding across all programs for the preceding fiscal year is greater than $25 million.	Optional Leave blank if not applicable.	Yes/No	Picklist (see permissible values in previous column)	n/a
Is the "total compensation" for the organization's five highest paid officers publicly listed or otherwise listed in SAM.gov?	Confirmation that qualifying Subrecipient's or Contractor's publicly identify their top five highest compensated executives or have it listed in their SAM.gov profile, if no please provide names and compensation for top 5 executives.	Optional Leave blank if not applicable.	Yes/No	Picklist (see permissible values in previous column)	n/a
Executive Name (1)	The legal name belonging to one of the five highest paid executives, officers, or employees of the Subrecipient or Contractor	Optional Leave blank if not applicable.	n/a	String	100
Total Compensation (1)	The Total Compensation, as defined in 2 CFR part 170.330, earned by the five highest paid executives, officers, or employees of the Subrecipient or Contractor.	Optional Leave blank if not applicable.	n/a	Numeric	12,2
Executive Name (2)	The legal name belonging to one of the five highest paid executives, officers, or employees of the Subrecipient or Contractor.	Optional Leave blank if not applicable.	n/a	String	100
Total Compensation (2)	The Total Compensation, as defined in 2 CFR part 170.330, earned	Optional Leave blank if not applicable.	n/a	Numeric	12,2

Defined Term	Definition	Required	List Values	Data Type	Max Length
	by the five highest paid executives, officers, or employees of the Subrecipient or Contractor.				
Executive Name (3)	The legal name belonging to one of the five highest paid executives, officers, or employees of the Subrecipient or Contractor.	Optional Leave blank if not applicable.	n/a	String	100
Total Compensation (3)	The Total Compensation, as defined in 2 CFR part 170.330, earned by the five highest paid executives, officers, or employees of the Subrecipient or Contractor.	Optional Leave blank if not applicable.	n/a	Numeric	12,2
Executive Name (4)	The legal name belonging to one of the five highest paid executives, officers, or employees of the Subrecipient or Contractor.	Leave blank if not applicable.	n/a	String	100
Total Compensation (4)	The Total Compensation, as defined in 2 CFR part 170.330, earned by the five highest paid executives, officers, or employees of the Subrecipient or Contractor.	Optional Leave blank if not applicable.	n/a	Numeric	12,2
Executive Name (5)	The legal name belonging to one of the five highest paid executives, officers, or employees of the Subrecipient or Contractor.	Optional Leave blank if not applicable.	n/a	String	100
Total Compensation (5)	The Total Compensation, as defined in 2 CFR part 170.330, earned by the five highest paid executives, officers, or employees of the Subrecipient or Contractor.	Optional Leave blank if not applicable.	n/a	Numeric	12,2

Template #2: Detailed Description of Subawards, Contracts, and Direct Payments

This module provides guidance on using the bulk upload Template 2 to report each Subaward, Contract, and Direct Payment of ERA2 award funding made throughout the period of performance. ERA2 Recipients use Template 2 to report detailed information on the amount, date, period and place of performance, and a brief description of the Subaward, Contract, or Direct Payment and its underlying eligible use. In addition, information submitted in the Template associates each Subaward with the relevant Project /FAIN and Subrecipient. Table A-2 presents information on required data elements for Template 2.

CSV Format Details

The templates provide all information required to create the upload files. The following table highlights the data elements required for the Subawards, Contracts, and Direct Payments reporting.

Table A-2 – Required Data Elements for Subawards, Contracts and Direct Payments Reporting

Defined Term	Definition	Required	List Values	Data Type	Max Length
Subrecipient UEI	The Subrecipient's, Contractor's, or Beneficiary's Unique Entity Identifier (UEI) from their SAM.gov profile.	Required for Subrecipient and Contractor Records Beneficiaries must have UEI or TIN	n/a	Alpha-numeric	12
Subrecipient TIN	The Subrecipient, Contractor, or Beneficiary Internal Revenue Service (IRS) Taxpayer Identification Number	Not required for Subrecipient and Contractor Records Beneficiaries must have UEI or TIN	n/a	Numeric	9
Recipient Project Id	The Project Identification Number associated with the subaward, contract, or direct payment.	Required	n/a	String	20
Subaward No.	Recipient's internal account number for the grant, contract, transfer, or direct payment. This can be the account number, or any other unique identifying number assigned by the Recipient to the award. This number is for the Recipient's recordkeeping and to create a unique identifier to connect expenditures to these obligations.	Required	n/a	String	20

Defined Term	Definition	Required	List Values	Data Type	Max Length
SubAward/Direct Payment Entity Type	The type of entity for this subaward or direct payment.	Required	Select one of the predefined menu items: -Subrecipient -Contractor -Beneficiary	String	12
Subaward Type	The type of Subaward. NOTE: The ERA Portal includes additional picklist values for this field. Please disregard those additional values and use the award types provided above.	Required	The type of subaward. -Contract: Purchase Order -Contract: Delivery Order -Contract: Blanket Purchase Agreement -Contract: Definitive Contract -Grant: Lump Sum Payment(s) -Grant: Reimbursable -Direct Payment -Transfer: Lump Sum Payment(s) -Transfer: Reimbursable -Loan - maturity prior to 12/31/26 with planned forgiveness -Loan - maturity prior to 12/31/26 without planned forgiveness" -Loan - maturity past 12/31/26 with planned forgiveness -Loan - maturity past 12/31/26 without planned forgiveness-	Picklist (see permissible values in previous column)	30
Subaward Amount (Obligation)	Total amount of ERA funds obligated by the Recipient to a Subrecipient under a given Subaward.	Required	n/a	Numeric	12,2
Subaward Date	The date the Recipient obligated funds to a Subrecipient.	Required	n/a	Date	8
Period of Performance Start	The date on which efforts begin or the Subaward is otherwise effective.	Required	n/a	Date	8
Period of Performance End	The date on which all effort is completed or the Subaward is otherwise ended.	Required	n/a	Date	8

Defined Term	Definition	Required	List Values	Data Type	Max Length
Place of Performance Address 1	First line of the address where the predominant performance of the Subaward will be accomplished.	Required	n/a	String	120
Place of Performance Address 2	Second line of the address where the predominant performance of the Subaward will be accomplished.	Optional	n/a	String	120
Place of Performance Address 3	Third line of the address where the predominant performance of the Subaward will be accomplished.	Optional	n/a	String	120
Place of Performance City	The name of the city where the predominant performance of the Subaward will be accomplished.	Required	n/a	String	40
Place of Performance State Code	United States Postal Service (USPS) two-letter abbreviation for the state or territory indicating where the predominant performance of the Subaward will be accomplished.	Required	(AL, AK, AS, AZ, AR, CA, CO, CT, DE, DC, FM, FL, GA, GU, HI, ID, IL, IN, IA, KS, KY, LA, ME, MH, MD, MA, MI, MN, MS, MO, MT, NE, NV, NH, NJ, NM, NY, NC, ND, MP, OH, OK, OR, PW, PA, PR, RI, SC, SD, TN, TX, UT, VT, VI, VA, WA, WV, WI, WY)	String	2
Place of Performance Zip	United States ZIP code (five digits) identifying where the predominant performance of the subaward will be accomplished.	Required	n/a	Numeric	4
Place of Performance Zip4	United States ZIP code (five digits) appended to the ZIP code +4 (four digits) identifying where the predominant performance of the Subaward will be accomplished.	Optional	n/a	Numeric	5
Place of Performance Country	Name of the country where the predominant performance of the Subaward will be accomplished.	Required	n/a	String	100

Defined Term	Definition	Required	List Values	Data Type	Max Length
Subaward Description	A description of the overall purpose and expected outputs and outcomes or results of the funded subaward, including significant deliverables and, if appropriate, associated units of measure. The purpose and outcomes or results should be stated in terms that allow an understanding that the subaward constitutes an eligible use of funds.	Required	n/a	String	750

Template #3: Detailed Description of Expenditures associated with the ERA Recipient's Subawards, Contracts, and Direct Payments for which it has obligated $30,000 or more

This module provides guidance on using Template 3 to report the ERA2 Recipient's expenditures associated with its obligations of $30,000 for more for its subawards, contracts, and direct payments. Recipients are required to provide the relevant Expenditure Category, the amount of the expenditure(s) and relevant dates. In addition, Recipients receiving ERA2 award funds are required to answer additional Subaward, Contract, and Direct Payment questions. Table A-3 presents information on required data elements for Template 3.

CSV Format *Details*

The templates provide all information required to create the upload files. The following table highlights the data elements required for Expenditures associated with Subawards, Contracts and Direct Payments for which the ERA2 Recipient had obligated $30,000 or more.

Table A-3 – Required Data Elements for Expenditures associated with the ERA Recipient's Subawards, Contracts and Direct Payments valued at $30,000.

Defined Term	Definition	Required	List Values	Data Type	Max Length
Recipient Project Id	Recipient Project ID that allows the Recipient to associate Expenditure records to Project records.	Required	n/a	String	20
Subaward Number	Subaward, Contract, or Direct Payment number that allows the Recipient to associate Expenditure records to Subaward records.	Required	n/a	String	20
Expenditure Start Date	Start date for the range of time when the expenditure(s) occurred.	Required	n/a	Date	8
Expenditure End Date	End date for the range of time when the expenditure(s) occurred	Required	n/a	Date	8
Expenditure Amount	Total amount of Emergency Rental Assistance dollars for the Subaward, Contract, or Direct Payment.	Required	n/a	Numeric	12,2

Defined Term	Definition	Required	List Values	Data Type	Max Length
Expenditure Category	The category to which the purpose of the expenditure most closely relates to when created.	Required	- Financial Assistance: Rent; - Financial Assistance: Rental Arrears; - Financial Assistance: Utility/Home Energy Costs; - Financial Assistance: Utility/Home Energy Costs Arrears; - Financial Assistance: Other Housing Costs; - Housing Stability Services (Including Eviction Prevention/Diversion); -Affordable Rental Housing Costs -Eviction Prevention Services Costs - Administrative Costs	Picklist (see permissible values in previous column)	100
Administrative Expense Explanation	If Expenditure Category = Administrative Costs. An explanation up to 10,000 characters is required.	Optional	n/a	String	10000

Template #4: Detailed Description of Total of all obligations and total of all expenditures associated with the ERA Recipient's Subawards, Contracts and Direct Payments valued at less than $30,000

This template allows the Recipient to report obligations less than $30,000 and expenditures associated with obligations less than $30,000 for the ERA Recipient's subawards, contracts, and direct payments. Recipients are required to provide total quarterly obligation and total quarterly expenditure amounts. Ensure you accurately select Subaward, Contract, or Direct Payment for respective obligations and expenditures. Table A-4 presents information on required data elements for Template 4.

CSV Format Details

The templates provide all information required to create the upload files. The following table highlights the data elements required for Total of all obligations and total of all expenditures associated with the ERA Recipient's Subawards, Contracts, and Direct Payments valued at less than $30,000 Template.

Table A-4 – Required Data Elements for Total of all obligations and total of all expenditures associated with the ERA Recipient's Subawards, Contracts and Direct Payments valued at less than $30,000.

Defined Term	Definition	Required	List Values	Data Type	Max Length

Recipient Project Id	Recipient Project ID that allows the Recipient to associate Expenditure records to Project records.	Required	n/a	String	20
Expenditure Category	The category to which the purpose of the expenditure most closely relates to when created.	Required	"Financial Assistance: Rent" "Financial Assistance: Rental Arrears" "Financial Assistance: Utility/Home Energy Costs" "Financial Assistance: Utility/Home Energy Costs Arrears" "Financial Assistance: Other Housing Costs " "Housing Stability Services (Including Eviction Prevention/Diversion)" "Affordable Rental Housing Costs" "Eviction Prevention Services Costs" "Administrative Costs"	Picklist (see permissible values in previous column)	100
Subaward Type (Aggregates)	The Subaward, Contract, or Direct Payment Type that had obligation or expenditure/payment activity during the reporting period.	Required	"Aggregate of Contracts less than $30000". "Aggregate of Subawards less than $30000" "Aggregate of Direct Payments less than $30000"	Picklist (see permissible values in previous column)	100
Total Quarterly Obligation Amount (Aggregates)	Sum of amounts/obligations during the most recent quarter for this Expenditure Category (Aggregates).	Required	n/a	Numeric	12,2
Total Quarterly Expenditure Amount (Aggregates)	Sum of Expenditures or Payments during the most recent quarter for this Expenditure Category (Aggregates).	Required	n/a	Numeric	12,2
Administrative Expense Explanation	If Administrative Costs is selected as the expenditure category, an explanation of the expenses must be provided.	Optional	n/a	String	10000

Template #5: Detailed Description of Recipient Obligations and Expenditures (Payments) to Individuals (Beneficiaries)

This module associates the ERA2 Recipient's obligations and expenditures (Payments) to individuals (Beneficiaries). ERA2 Recipients are required to provide total quarterly obligation and total quarterly expenditure amounts. Table A-5 presents information on required data elements for Template 5.

CSV Format Details

The templates provide all information required to create the upload files. The following table highlights the data elements required for Recipient Obligations and Expenditures (Payments) to Individuals (Beneficiaries) Template.

Table A-5 – Required Data Elements for Recipient Obligations and Expenditures (Payments) to Individuals (Beneficiaries)

Defined Term	Definition	Required	List Values	Data Type	Max Length
Recipient Project Id	Recipient Project ID that allows the Recipient to associate Expenditure records to Project records.	Required	n/a	String	20
Expenditure Category	The category to which the purpose of the expenditure most closely relates to when created.	Required	"Financial Assistance: Rent" "Financial Assistance: Rental Arrears" "Financial Assistance: Utility/Home Energy Costs" "Financial Assistance: Utility/Home Energy Costs Arrears" "Financial Assistance: Other Housing Costs ""Housing Stability Services (Including Eviction Prevention/Diversion)" "Affordable Rental Housing Costs" "Eviction Prevention Services Costs" "Administrative Costs"	Picklist (see permissible values in previous column)	100
Total Quarterly Obligation Amount (Aggregates)	Sum of amounts/obligations during the most recent quarter for this Expenditure Category (Aggregates).	Required	n/a	Numeric	12,2
Total Quarterly Expenditure Amount (Aggregates)	Sum of Expenditures or Payments during the most recent quarter for this Expenditure Category (Aggregates).	Required	n/a	Numeric	12,2
Administrative Expense Explanation	If Administrative Costs is selected as the expenditure category, an explanation of the expense must be provided	Optional	n/a	String	10,000

Template #6 – (This template was used only prior to Q3 2023)

Recipients no longer use Template #6. You may use the Worksheet for Demographic Tables to prepare demographic data for manual entry.

Template #7: Detailed Description of Participant Household Payment Data File

All ERA2 Recipients must submit a Participant Household Payment Data File (PHPDF) containing required information about each ERA2 financial assistance payment made to or on behalf of each participant household during the period of performance. See the chart below for details on the required information.

Users must use the Treasury-provided template for the PHPDF and submit the file using the bulk upload process. There is not an option to provide the information manually; all Recipients must provide the Participant Household Payment Data file via bulk upload. Table A-7 presents information on required data elements for Template 7.

The following table highlights the data elements required for Participant Household Payment Data. The "Participant Household" address fields should include the physical address for each Project Participant Household (i.e., tenant) that received ERA financial assistance either directly or through a payment made to their landlord, utility/home energy provider, or other service provider. The address should be for the ultimate beneficiary of the services.

Table A-6 – Required Data Elements for Participant Household Payment Data File

Defined Term	Definition	Required	List Values	Data Type	Max Length
Address Line 1	First line of the Participant Household's physical address (not a P.O. Box)	Required	n/a	String	120
Address Line 2	Second line of the Participant Household's physical address (Not a P.O. Box)	Optional	n/a	String	120
Address Line 3	Third line of the Participant Household's physical address (Not a P.O. Box)	Optional	n/a	String	120
City Name	The name of the city where the Participant Household's physical address is located	Required	n/a	String	40
State Code	United States Postal Service (USPS) two-letter abbreviation for the state or territory indicating the Participant Household's state	Required	n/a	String	2
Zip5	United States ZIP code (five digits) appended to the ZIP code +4 (four digits) identifying the Participant Household's address.	Required	n/a	String	5
Zip4	Zip Plus4 (four digits) identifying the physical address of the Participant Household.	Optional	n/a	String	4
Payee Type	A collection of indicators of different types of payees	Required	-Tenant. Landlord or Owner. -Utility/Home Energy Service Provider;	Picklist (see permissible values in previous column)	120

Defined Term	Definition	Required	List Values	Data Type	Max Length
			-Other Housing Services and Eligible Expenses Provider		
Amount of Payment	Total amount of ERA funds disbursed to the payee	Required	n/a	Dollar Numeric	12,2
Amount of Payment	Total amount of ERA funds disbursed to the payee	Required	n/a	Dollar Numeric	12,2
Date of Payment	The date the payment was disbursed to the payee	Required	n/a	Date Numeric	8
Type of Assistance Covered by the Payment	A collection of indicators of different types of assistance	Required	- Financial Assistance: Rent. - Financial Assistance: Rental Arrears. - Financial Assistance: Utility/Home Energy Costs. - Financial Assistance: Utility/Home Energy Costs Arrears. - Financial Assistance: Other Housing Costs	Picklist (see permissible values in previous column)	120
Start Date Covered by the Payment	Start date the Financial Assistance covers for a particular household	Required	n/a	Date Numeric	8
End Date Covered by the Payment	End date the Financial Assistance covers for a particular household	Optional	n/a	Date Numeric	8

Appendix B – Total Obligations and Expenditures Associated with the ERA2 Recipient's Subawards, Contracts, and Direct Payments Valued at Less than $30,000

The table B-1 below is an example of the data upload for reporting aggregate expenditures associated with obligations of less than $30,000. The example shows a sample Recipient's reporting of aggregate amounts obligated and total amounts expended, categorized by Expenditure Category and Transaction type.

Table B-1 – Sample Data Upload for Reporting Obligations and Expenditures Less than $30,000

Project Name	Expenditure Category	Transaction Type	Total Quarterly Obligation Amount	Total Quarterly Expenditure Amount
ERA Test Project	Financial Assistance: Rent	Aggregate of Contracts Awarded for less than 30000	56266	82084
ERA Test Project	Financial Assistance: Rental Arrears	Aggregate of Contracts Awarded for less than 30000	26425	36252
ERA Test Project	Financial Assistance: Utility/Home Energy Costs	Aggregate of Contracts Awarded for less than 30000	16974	78922
ERA Test Project	Financial Assistance: Utility/Home Energy Costs Arrears	Aggregate of Contracts Awarded for less than 30000	14108	6976
ERA Test Project	Financial Assistance: Other Housing Costs	Aggregate of Contracts Awarded for less than 30000	13722	81841
ERA Test Project	Housing Stability Services (Including Eviction Prevention/Diversion)	Aggregate of Contracts Awarded for less than 30000	90056	57870
ERA Test Project	Administrative Costs	Aggregate of Contracts Awarded for less than 30000	44621	21630
ERA Test Project	Financial Assistance: Rent	Aggregate of Subawards awarded for less than 30000	37604	77390
ERA Test Project	Financial Assistance: Rental Arrears	Aggregate of Subawards awarded for less than 30000	47964	42235
ERA Test Project	Financial Assistance: Utility/Home Energy Costs	Aggregate of Subawards awarded for less than 30000	28969	58445
ERA Test Project	Financial Assistance: Utility/Home Energy Costs Arrears	Aggregate of Subawards awarded for less than 30000	49835	75677
ERA Test Project	Financial Assistance: Other Housing Costs	Aggregate of Subawards awarded for less than 30000	76899	59797
ERA Test Project	Housing Stability Services (Including Eviction Prevention/Diversion)	Aggregate of Subawards awarded for less than 30000	10406	20818
ERA Test Project	Administrative Costs	Aggregate of Subawards awarded for less than 30000	33439	88904
ERA Test Project	Financial Assistance: Rent	Aggregate of Direct Payments less than 30000	67150	55600
ERA Test Project	Financial Assistance: Rental Arrears	Aggregate of Direct Payments less than 30000	92651	9410
ERA Test Project	Financial Assistance: Utility/Home Energy Costs	Aggregate of Direct Payments less than 30000	60999	82273
ERA Test Project	Financial Assistance: Utility/Home Energy Costs Arrears	Aggregate of Direct Payments less than 30000	95224	26947
ERA Test Project	Financial Assistance: Other Housing Costs	Aggregate of Direct Payments less than 30000	29109	76307
ERA Test Project	Housing Stability Services (Including Eviction Prevention/Diversion)	Aggregate of Direct Payments less than 30000	21683	7295
ERA Test Project	Administrative Costs	Aggregate of Direct Payments less than 30000	18785	7645

Appendix C – Recipient Obligations and Expenditures (Payments) to Individuals (Beneficiaries)

Reporting the Recipient's expenditures (payments) to individuals (beneficiaries) categorized by expenditure category. Table C-1 presents sample data for uploading required information on expenditures made to individuals.

Table C-1 Sample Data Upload for Reporting Expenditures to Individuals

Project Name	Expenditure Category	Total Quarterly Obligations	Total Quarterly Expenditures
ERA Test Project	Financial Assistance: Rent	54858	46629
ERA Test Project	Financial Assistance: Rental Arrears	62538	53157
ERA Test Project	Financial Assistance: Utility/Home Energy Costs	71293	60599
ERA Test Project	Financial Assistance: Utility/Home Energy Costs Arrears	81275	69083
ERA Test Project	Financial Assistance: Other Housing Costs	92653	78755
ERA Test Project	Housing Stability Services (Including Eviction Prevention/Diversion)	105624	89781
ERA Test Project	Administrative Costs	8880	1448

Appendix D – Treatment of Contractors with Initial Obligations Less than $30,000 in One Reporting Period that Increases to $30,000+ by the end of the Period of Performance

ERA2 Recipients often make multiple subawards or contracts to a single entity. When the first contract is for less than $30,000, the ERA2 Recipient should report the expenditure as one associated with a contract valued at less than $30,000. However, if a subsequent obligation increases the value of the contract to more than $30,000, the ERA2 Recipient needs to report all payments to that Contractor as expenditures associated with Contracts valued at $30,000 or more. As a result, the ERA2 Recipient will need to adjust the original expenditure reporting.

Example: Contractor XYZ was awarded a contract valued at $20k in Q3 and is paid the full amount in Q3. The expenditure to XYZ should be reported in Q3 under "Total of all Obligations and Total of all Expenditures Associated with the ERA Recipient's Subawards, Contracts, and Direct Payments Valued at Less than $30,000" aggregated with other expenditures under the relevant "Expenditure Category" and contract type "Subaward, Contract or Direct Payment Type (Aggregates)."

In Q4, the ERA2 Recipient modifies the initial contract with Contractor XYZ for an additional $20k of services, so the total award/amount obligated to XYZ is greater than $30,000. In Q4 the Recipient must create 1) a Subrecipient profile under "Subrecipients, Contractors, and Beneficiaries" for XYZ and 2) one contract record for each contract the Recipient has or previously had with XYZ under "Recipient Subawards, Contracts, and Direct Payments." Contract records will include the total amount obligated under the contract (expended to date and committed for future payment) in the "Amount Obligated" field.

Since payments to Contractor XYZ will now be reported as expenditures of $30,000 or more, in order to avoid double-counting previous entries under "Subaward, Contract, or Direct Payment Type (Aggregates)", a negative entry (-$20k) should be reported in the current quarter quarterly report (with a note under the 'Administrative Cost Narrative' to clarify the reason for the negative entry) under "Total of all Obligations and Total of all Expenditures Associated with the ERA2 Recipient's Subawards, Contracts, and Direct Payments Valued at Less than $30,000" under the relevant "Expenditure Category" and contract type "Subaward, Contract or Direct Payment Type (Aggregates)."

Finally, all expenditures to date and going forward for Contractor XYZ under this ERA Award should now be entered under "Expenditures Associated with the ERA Recipient's Subawards, Contracts and Direct Payments Valued at $30,000 or More" under the relevant "Expenditure Category."